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Sources
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Employee
Information
2001–2002

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GINTO SOURCE ®

Sources of Federal Employee Information 2001–2002





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> Telephone: (819) 956-4800 Fax: (819) 994-1498 Orders only: 1-800-635-7943

Internet: http://www.communication.gc.ca/publications/publications_e.html

Catalogue No.: BT51-3/12-2002 ISBN: 0-660-61857-5 ISSN 1188-7893

Tak	ole of Contents	19	Canadian Artists and Producers Professional Relations Tribunal 76
Intro	About Info Source	20	Canadian Centre for Management Development
	Inside Info Source	21	Canadian Centre for Occupational Health and Safety
	Privacy Act	22	Canadian Commercial Corporation 78
	Using Info Source quickly and effectively 6	23	Canadian Cultural Property Export Review Board
	Where to obtain more information 6	24	Canadian Dairy Commission79
	Access to Information and Privacy Coordinators	25	Canadian Environmental Assessment Agency
	Standard Bank Descriptions	26	Canadian Film Development Corporation
		27	Canadian Food Inspection Agency 81
Cha	pters Navonal Parole Popular	28	Canadian Forces Grievance Board 86
1	Agriculture and Agri-Food Canada 38	29	Canadian Grain Commission 87
2	Atlantic Canada Opportunities Agency 43	30	Canadian Heritage
3	Atlantic Pilotage Authority Canada 44	31	Canadian Human Rights Commission , 89
4	Bank of Canada	32	Canadian Human Rights Tribunal 89
5	Belledune Port Authority 49	33	Canadian Institutes of
6	British Columbia Treaty Commission 49		Health Research
7	Business Development Bank of Canada	34	Canadian International Development Agency
8	Canada Council for the Arts 50	35	Canadian International Trade Tribunal 90
9	Canada Customs and	36	Canadian Museum of Civilization 91
	Revenue Agency	37	Canadian Museum of Nature91
10	Canada Deposit Insurance Corporation	38	Canadian Nuclear Safety Commission 92
11	Canada Economic Development	39	Canadian Polar Commission 93
	for Quebec Regions 57	40	Canadian Radio-television and Telecommunications Commission 93
12	Canada Industrial Relations Board 57	41	Canadian Security Intelligence Service94
	Canada Information Office (see Communication Canada)	42	Canadian Space Agency
13	Canada Lands Company Limited 58	43	Canadian Tourism Commission 101
14	Canada Mortgage and	44	Canadian Transportation Agency 101
	Housing Corporation	45	Canadian Wheat Board
15	Canada-Newfoundland Offshore	46	Citizenship and Immigration Canada 102
16	Petroleum Board	47	Commission for Public Complaints Against the RCMP
169		48	Communication Canada104
17	Canada Post Corporation 63	49	Copyright Board Canada
18	Canada Science and Technology Museum76	50	Correctional Service of Canada
	117 Pence Ruped For Authority	51	Defence Construction Canada 106

52 Department of Finance Canada106	85	Nanaimo Port Authority
53 Department of Foreign Affairs and	86	National Archives of Canada135
International Trade	87	National Arts Centre
54 Department of Justice Canada 109	88	National Battlefields Commission 139
55 Environment Canada111	89	National Capital Commission 140
56 Export Development Corporation 112	90	National Defence
57 Farm Credit Corporation Canada 115	91	National Defence and
58 Federal Bridge Corporation Limited 115		Canadian Forces Ombudsman 155
Financial Transactions and Reports Analysis Centre of Canada	92	National Energy Board
60 Fisheries and Oceans Canada116	93	National Farm Products Council 156
	94	National Film Board of Canada 156
61 Fraser River Port Authority	95	National Gallery of Canada
62 Freshwater Fish Marketing Corporation 118	96	National Library of Canada
63 Great Lakes Pilotage Authority Canada 119	97	National Parole Board
64 Gwich'in Land and Water Board 119	98	National Research Council Canada 158
65 Gwich'in Land Use Planning Board 119	99	National Round Table on the
66 Halifax Port Authority		Environment and the Economy 160
67 Hamilton Port Authority	100	Natural Resources Canada 160
68 Hazardous Materials Information Review Commission120	101	Natural Sciences and Engineering Research Council of Canada 163
69 Health Canada120	102	Northern Pipeline Agency Canada164
70 Historic Sites and Monuments	103	North Fraser Port Authority 164
Board of Canada	104	Northwest Territories Water Board 164
71 Human Resources Development Canada	105	Office of Indian Residential Schools Resolution of Canada
72 Immigration and Refugee Board 124	106	Office of the Auditor General
73 Indian and Northern Affairs Canada 126		of Canada
74 Industry Canada126	107	Office of the Chief Electoral Officer 165
75 International Centre for Human Rights and Democratic Development129	108	Office of the Commissioner of Official Languages
76 International Development		Office of the Correctional Investigator 167
Research Centre	110	Office of the Inspector General
77 Jacques Cartier and Champlain Bridges Incorporated		of the Canadian Security Intelligence Service
78 Laurentian Pilotage Authority Canada 132	111	Office of the Superintendent of
79 Law Commission of Canada	165	Financial Institutions Canada
80 Mackenzie Valley Environmental	112	Pacific Pilotage Authority Canada 168
Impact Review Board	113	Parks Canada Agency 169
81 Mackenzie Valley Land and Water Board	114	Patented Medicine Prices Review Board
82 Military Police Complaints Commission 133	115	Pension Appeals Board
83 Millennium Bureau of Canada 134		Port Alberni Port Authority 169
84 Montreal Port Authority		Prince Rupert Port Authority 170

118	Privy Council Office170	134	Solicitor General Canada20
119	Public Service Commission	135	Standards Council of Canada 202
	of Canada	136	Statistics Canada
120	Public Service Staff Relations Board 183	137	Status of Women Canada204
121	Public Works and Government Services Canada	138	St. John's Port Authority
122	Quebec Port Authority 188	139	Thunder Bay Port Authority 205
	Royal Canadian Mint	140	Toronto Port Authority
	Royal Canadian Mounted Police 190	141	Transportation Safety Board of Canada
125	Royal Canadian Mounted Police External Review Committee 197	142	Transport Canada
126	Saguenay Port Authority198	143	Treasury Board of Canada Secretariat 208
	Sahtu Land and Water Board 199	144	Trois-Rivières Port Authority
	Sahtu Land Use Planning Board 199	145	Vancouver Port Authority
	Saint John Port Authority 199	146	Veterans Affairs Canada
	Seaway International Bridge	147	Western Economic
150	Corporation Ltd 199		Diversification Canada
131	Security Intelligence	148	Windsor Port Authority
	Review Committee 200	149	Yukon Surface Rights Board 224
132	Sept-Îles Port Authority	150	Yukon Territory Water Board
133	Social Sciences and Humanities		

Research Council of Canada201



Introduction

Note: This introduction to **Info Source** is in large print to assist persons with visual disabilities.

About Info Source

The information contained in this document is a compilation of data submitted by federal departments and agencies. Consequently, each department and agency is responsible for the information it submits.

Info Source: Sources of Federal Employee Information will help you, as a current or former federal employee, to locate your personal information held by the government. It will also help you to exercise your rights under the *Privacy Act*.

This book is a complementary volume to **Info Source: Sources** of Federal Government Information which contains information about the Government of Canada, its organization and its information holdings.

Info Source combines and replaces the Access Register and the Index to Personal Information, two publications you might have seen or used before.

The annual edition of **Info Source** is complemented by **bulletins**, including the **Directory of Federal Government Enquiry Points**.

Inside Info Source

This Info Source book has three main components:

Table of Contents

The Table of Contents is organized alphabetically by the commonly used name of the department or agency, such as Agriculture and Agri-Food Canada, or Health Canada, rather than by their legal titles, Department of Agriculture and Agri-Food, or Department of Health.

Introduction

The Introduction includes:

- information about the terms used in this book, some essential points about the *Privacy Act*, and directions on how to locate information by using **Info Source** or by making a formal request under the *Privacy Act*;
- a listing of Access to Information and Privacy Coordinators, which
 is organized in the same order as the Table of Contents, gives you
 the address and telephone number of all Access to Information and
 Privacy offices; and
- the description of the Standard Banks see definition below.

Chapters

There is one chapter for each federal government department or agency subject to the *Privacy Act*. Each chapter contains a description of personal information relating to current and former employees of the institution.

This book contains three types of personal information banks, as follows:

Standard Banks There are 23 Standard Banks that consist of administrative information which many government institutions maintain about their employees. Institutions may require several of these banks. They contain information about, pay and benefits, training and development, performance, etc.

Central Banks These banks are maintained by central agencies such as the Public Service Commission, Public Works and Government Services Canada, and the Treasury Board of Canada Secretariat. They include information about employees from all or several government institutions.

Particular Banks Particular Banks contain personal information about employees that is specific to the requirements of each department or agency.

Privacy Act

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information is available when you ask In many cases, you, as a federal employee, may be able to obtain your personal information from a government institution without applying under the *Privacy Act*. You should seek information about gaining access to your records by contacting a personnel officer at your employing institution at headquarters, or in the regions, as appropriate.

Some personal information is confidential The federal government must keep some personal information confidential under the *Privacy Act*, much of which relates to other people, national security or law enforcement.

How to apply

When you have decided to make a formal request under the *Privacy Act*, there are certain procedures to follow.

- Obtain a Personal Information Request Form at any location where Info Source is available (including the Web Site: www.tbs-sct.gc.ca/tbsf-fsct_e.html)
- Fill out the form and identify yourself in such a way that the government institution can verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- If you are currently a federal employee, send the form to the Access to Information and Privacy Coordinator in your department or agency.
- If you are a former federal employee, you should contact the National Archives of Canada, 395 Wellington Street, Ottawa, Canada, K1A 0N3, (613) 995-5138.

There is no charge to apply for information under the Privacy Act.

To change the information If you believe the information which a federal institution has on file about you is untrue or misleading, you can ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Safeguarding personal information The protection of your personal information and privacy is also a very important purpose of the *Privacy Act*. The *Act* states how and when the government can collect, store and dispose of personal information. It also covers specifically why and how the information can be used or given out, as well as who can use or receive it.

Giving out information The government can only disclose your information to someone else with your consent or when one or more of the criteria in the *Privacy Act* are met, such as to comply with a subpoena.

Turnaround time Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

Privacy Commissioner

The Privacy Commissioner is a representative of the people with the power to look into complaints of improper collection, use, storage, disclosure or disposal of personal information. The Privacy Commissioner can also help if you are dissatisfied with the results of your formal application or the time it has taken to obtain your personal information.

When the Privacy Commissioner's investigation is completed, an individual who is of the opinion that they have not been given access to all of their personal information to which they are entitled, has the right to apply to the Federal Court – Trial Division for a review of the matter.

You can write or call the Privacy Commissioner's office at:

Office of the Privacy Commissioner

Place de Ville, 3rd Floor, Tower B 112 Kent Street, Ottawa, Ontario K1A 1H3

General Enquiries
Fax(613) 947-6850
Toll-free
TTY(613) 992-9190
Web Sitewww.privcom.gc.ca

Using Info Source quickly and effectively

Determine the correct chapter Turn to the chapter of the department or agency you think has the information and check the personal information banks.

If you are unsure about the correct department or agency, a telephone call or letter to any Access to Information and Privacy Coordinator's office should provide the answer.

For persons with disabilities Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Access to Information and Privacy Coordinator's office.

Where to obtain more information

You may consult **Info Source** publications and obtain copies of brochures on the *Access to Information Act* and the *Privacy Act* at various locations within departments and agencies, such as offices of Access to Information and Privacy Coordinators and libraries.

If you would like more information about **Info Source, Sources of Federal Government Information, Sources of Federal Employee Information**, or the *Privacy Act*, you may contact:

Treasury Board of Canada Secretariat

L'Esplanade Laurier, 8th Floor, East Tower 140 O'Connor Street, Ottawa, Ontario K1A 0R5

Telephone
Fax(613) 952-7287
E-Mailinfosource@tbs-sct.gc.ca
Web Sitewww.tbs-sct.gc.ca

If you would like a copy of the **Directory of Federal Government Enquiry Points** or a brochure on the *Access to Information Act* or the *Privacy Act*, please contact:

Treasury Board Distribution Centre

L'Esplanade Laurier, Room P-140, Level P-1W 300 Laurier Avenue West, Ottawa, Ontario K1A 0R5

Telephone	(613) 995-2855
Fax	(613) 996-0518
E-Mail Services-Public	cations@tbs-sct.gc.ca

If you would like to purchase a copy of **Sources of Federal Government Information** or **Sources of Federal Employee Information**, please contact:

Canadian Government Publishing – Communication Canada Ottawa, Ontario K1A 0S9

Telephone			956-4800
Fax			994-1498
Toll-free		1-800	-635-7943
Web Site www.comr	munication.gc.ca/pu	ublications/publicati	ons_e.html

Note: *Privacy Act* requests must be addressed to the appropriate institutions, at the addresses listed in the pages which follow.

Access to Information and Privacy Coordinators

Agricultural Products Board see Agriculture and Agri-Food Canada

Agricultural
Stabilization Board
see Agriculture and
Agri-Food Canada

Agriculture and Agri-Food Canada

Victor Desroches
Room 255, Sir John
Carling Building
930 Carling Avenue
Ottawa, Ontario K1A 0C5

Tel: (613) 759-7083 Fax: (613) 759-6547

Atlantic Canada Opportunities Agency

Claudia Gaudet
Blue Cross Centre
644 Main Street, 3rd Floor
P.O. Box 6051
Moncton, New Brunswick
E1C 9J8

Tel: (506) 851-3845 1-800-561-7862 Fax: (506) 851-7403

Atlantic Pilotage Authority Canada

Peter MacArthur
Purdy's Wharf, Tower 1
1959 Upper Water Street
Suite 1402
Halifax, Nova Scotia B3J 3N2

Tel: (902) 426-2550 Fax: (902) 426-4004

Bank of Canada

Ted Requard 234 Wellington Street, 4-Centre Ottawa, Ontario K1A 0G9

Tel: (613) 782-8537 Fax: (613) 782-7003

Belledune Port Authority

Port Manager 261 Shannon Drive Belledune, New Brunswick E8G 2W1

Tel: (506) 522-1200 Fax: (506) 522-0803

British Columbia Treaty Commission

Chief Commissioner 1155 West Pender Street Suite 203 Vancouver, British Columbia V6E 2P4

Tel: (604) 482-9200 Fax: (604) 482-9222

Business Development Bank of Canada

Robert D. Annett 5 Place Ville Marie, Suite 400 Montreal, Quebec H3B 5E7

Tel: (514) 283-3554 Fax: (514) 283-9731

Canada Council for the Arts

Irène Boilard 350 Albert Street, 9th Floor P.O. Box 1047 Ottawa, Ontario K1P 5V8

Tel: (613) 566-4414 Ext 4261 1-800-263-5588 Ext 4161

Fax: (613) 566-4411

Canada Customs and Revenue Agency

Suzanne Lafrance Albion Tower 25 Nicholas Street, 11th Floor Ottawa, Ontario K1A 0L5

Tel: (613) 957-8819 Fax: (613) 941-9395

Canada Deposit Insurance Corporation

Claudia Morrow 50 O'Connor Street, 17th Floor Ottawa, Ontario K1P 5W5

Tel: (613) 947-0268 Fax: (613) 996-6095

Canada Economic Development for Quebec Regions

Andrée Narbonne 800 Victoria Square, Suite 3800 P.O. Box 247 Montreal, Quebec H4Z 1E8

Tel: (514) 283-8418 Fax: (514) 283-9679

Canada Industrial Relations Board

Ruth Smith
C.D. Howe Building
4th Floor West
240 Sparks Street
Ottawa, Ontario K1A 0X8

Tel: (613) 947-5441 Fax: (613) 947-5407

Canada Lands Company Limited

Brian Way 200 King Street West, Suite 1500 Toronto, Ontario M5H 3T4

Tel: (416) 952-6176 Fax: (416) 952-6200

Canada Mortgage and Housing Corporation

D.V. Tyler 700 Montreal Road Ottawa, Ontario K1A 0P7

Tel: (613) 748-2892 Fax: (613) 748-4098

Canada-Newfoundland Offshore Petroleum Board

Jim Doyle TD Place, 5th Floor 140 Water Street St. John's, Newfoundland A1C 6H6

Tel: (709) 778-1464 Fax: (709) 778-1473

Canada-Nova Scotia Offshore Petroleum Board

Michael S. McPhee TD Centre, 6th Floor 1791 Barrington Street Halifax, Nova Scotia B3J 3K9

Tel: (902) 422-5588 Fax: (902) 422-1799

Canada Post Corporation

Richard A. Sharp 2701 Riverside Drive Suite N0060 Ottawa, Ontario K1A 0B1

Tel: (613) 734-4369 Fax: (613) 734-7128

Canada Science and Technology Museum

Graham Parsons P.O. Box 9724, Station T Ottawa, Ontario K1G 5A3

Tel: (613) 991-3033 Fax: (613) 990-3635

Canadian Advisory Council on the Status of Women

see Status of Women Canada

Canadian Artists and Producers Professional Relations Tribunal

Josée Dubois 240 Sparks Street, 8th Floor West Ottawa, Ontario K1A 1A1

Tel: (613) 996-4053 Fax: (613) 947-4125

Canadian Centre for Management Development

Lisa Robinson P.O. Box 420, Station A 373 Sussex Drive Ottawa, Ontario K1N 8V4

Tel: (613) 996-1363 Fax: (613) 943-1038

Canadian Centre for Occupational Health and Safety

Bonnie Easterbrook 250 Main Street East Hamilton, Ontario L8N 1H6

Tel: (905) 572-2981 Ext 4401

Fax: (905) 572-2206

Canadian Commercial Corporation

Sharon Fleming 50 O'Connor Street, Suite 1100 Ottawa, Ontario K1A 0S6

Tel: (613) 943-0953 Fax: (613) 995-2121

Canadian Cultural Property Export Review Board

Sonia M. Lismer 15 Eddy Street, 3rd Floor Hull, Quebec K1A 0M5

Tel: (819) 997-7752 Fax: (819) 997-7757

Canadian Dairy Commission

Susan Bertrand 1525 Carling Avenue, Suite 300 Ottawa, Ontario K1A 0Z2

Tel: (613) 792-2032 Fax: (613) 998-4492

Canadian Environmental Assessment Agency

Ann Amyot 200 Sacré-Coeur Boulevard Room 905 Hull, Quebec K1A 0H3

Tel: (819) 953-8351 Fax: (819) 953-2891

Canadian Film Development Corporation

John P. Pelletier 2 Bloor Street West, 22nd Floor Toronto, Ontario M4W 3E2

Tel: (416) 973-6436 Ext 2510

Fax: (416) 973-2826

Canadian Food Inspection Agency

Debbie Chorney 59 Camelot Drive Nepean, Ontario K1A 0Y9

Tel: (613) 225-2342 Ext 4728

Fax: (613) 228-6639

Canadian Forces

see National Defence

Canadian Forces Grievance Board

Martine Bélanger 270 Albert Street, 11th Floor Ottawa, Ontario K1P 5G8

Tel: (613) 996-8628 Fax: (613) 996-6491

Canadian Government Standards Board

see Public Works and Government Services Canada

Canadian Grain Commission

Victor Desroches
Sir John Carling Building
Room 255
930 Carling Avenue
Ottawa, Ontario K1A 0C5

Tel: (613) 759-7083 Fax: (613) 759-6547

Canadian Heritage

E.W. Aumand 25 Eddy Street, 3rd Floor Hull, Quebec K1A 0M5

Tel: (819) 997-2894 Fax: (819) 953-9524

Canadian Human Rights Commission

Lucie Veillette Canada Place, 8th Floor 344 Slater Street Ottawa, Ontario K1A 1E1

Tel: (613) 943-9505 Fax: (613) 941-6810

Canadian Human Rights Tribunal

Greg Miller 900 – 473 Albert Street Ottawa, Ontario K1A 1J4

Tel: (613) 995-1707 Fax: (613) 995-3484

Canadian Institutes of Health Research

Guy D'Aloisio 410 Laurier Avenue W., 9th Floor Address Locator 4209A Ottawa, Ontario K1A 0W9

Tel: (613) 954-1946 Fax: (613) 954-1800

Canadian International Development Agency

Andrée Potvin 200 Promenade du Portage 12th Floor Hull, Quebec K1A 0G4

Tel: (819) 997-0846 Fax: (819) 953-3352

Canadian International Trade Tribunal

Susanne Grimes 333 Laurier Avenue West Ottawa, Ontario K1A 0G7

Tel: (613) 993-4717 Fax: (613) 998-1322

Canadian Museum of Civilization

Louise Dubois 100 Laurier Street Hull, Quebec J8X 4H2

Tel: (819) 776-7115 Fax: (819) 776-7122

Canadian Museum of Nature

Greg Smith P.O. Box 3443, Station D Ottawa, Ontario K1P 6P4

Tel: (613) 566-4214 Fax: (613) 364-4022

Canadian Nuclear Safety Commission

Bernard E. Beaudin 280 Slater Street P.O. Box 1046, Station B Ottawa, Ontario K1P 5S9

Tel: (613) 947-2977 Fax: (613) 995-5086

Canadian Polar Commission

John Bennett Constitution Square, Suite 1710 360 Albert Street Ottawa, Ontario K1R 7X7

Tel: (613) 943-0716 Fax: (613) 943-8607

Canadian Radio-television and Telecommunications Commission

Wendy Ward
Terrasses de la Chaudiere
1 Promenade du Portage
5th Floor
Hull, Quebec K1A 0N2

Tel: (819) 997-1540 Fax: (819) 994-0218

Canadian Security Intelligence Service

Laurent Duguay P.O. Box 9732, Station T Ottawa, Ontario K1G 4G4

Tel: (613) 231-0506

1-877-995-9903

Fax: (613) 231-0672

Canadian Space Agency

Danielle Bourgie 6767 route de l'Aéroport Saint-Hubert, Quebec J3Y 8Y9

Tel: (450) 926-4866 Fax: (450) 926-4878

Canadian Tourism Commission

Paula Brennan 235 Queen Street, West Tower 8th Floor Ottawa, Ontario K1A 0H6

Tel: (613) 946-1369 Fax: (613) 954-3989

Canadian Transportation Agency

John Parkman
Jules Léger Building
15 Eddy Street
Hull, Quebec K1A 0N9

Tel: (819) 994-2564 Fax: (819) 997-6727

Canadian Wheat Board

Deborah Harri 423 Main Street P.O. Box 816, Station Main Winnipeg, Manitoba R3C 2P5

Tel: (204) 983-1752 Fax: (204) 984-7815

Citizenship and Immigration Canada

Diane Burrows
Narono Building
360 Laurier Avenue West
10th Floor
Ottawa, Ontario K1A 1L1

Tel: (613) 957-6512 Fax: (613) 957-6517

Commission for Public Complaints Against the RCMP

Kay R. Baxter P.O. Box 3423, Station D Ottawa, Ontario K1P 6L4

Tel: (613) 946-5211 Fax: (613) 952-8045

Communication Canada

Marlene Fournier 155 Queen Street, 5th Floor Ottawa, Ontario K1P 6L1

Tel: (613) 992-8950 Fax: (613) 992-8350

Copyright Board Canada

Ivy Lai 56 Sparks Street, Suite 800 Ottawa, Ontario K1A 0C9

Tel: (613) 952-8628 Fax: (613) 946-4451

Correctional Service of Canada

Jennifer Wheatley Sir Wilfrid Laurier, 1st Floor 340 Laurier Avenue West Ottawa, Ontario K1A 0P9

Tel: (613) 992-8248 Fax: (613) 995-4412

Custodian of Enemy Property

see Public Works and
Government Services Canada
Defence Construction Canada
Sue Greenfield
Place de Ville, Tower B
112 Kent Street, 17th Floor
Ottawa, Ontario K1A 0K3

Tel: (613) 998-0998 Fax: (613) 998-1218

Department of Finance Canada

Cynthia Richardson L'Esplanade Laurier, East Tower 140 O'Connor Street, 21st Floor Ottawa, Ontario K1A 0G5

Tel: (613) 992-6923 Fax: (613) 947-8331

Department of Foreign Affairs and International Trade

Barbara Richardson Lester B. Pearson Building 125 Sussex Drive Ottawa, Ontario K1A 0G2

Tel: (613) 992-1425 Fax: (613) 995-0116

Department of Justice Canada

Kerri Clark 284 Wellington Street, 1st Floor Ottawa, Ontario K1A 0H8

Tel: (613) 954-0617 Fax: (613) 957-2303

Director of Soldier Settlement

see Veterans Affairs Canada

Director Veterans'
Land Act, The
see Veterans Affairs Canada

Energy Supplies Allocation Board

see Natural Resources Canada

Environment Canada

René Bolduc Les Terrasses de la Chaudiere North Tower 10 Wellington Street, 4th Floor Hull, Quebec K1A 0H3

Tel: (819) 997-2207 Fax: (819) 953-1099

Ethics Counsellor

see Industry Canada

Export Development Corporation

Serge Picard 151 O'Connor Street, 7th Floor Ottawa, Ontario K1A 1K3

Tel: (613) 598-2899 Fax: (613) 598-3113

Farm Credit Corporation Canada

Doug Higgins 1800 Hamilton Street P.O. Box 4320 Regina, Saskatchewan S4P 4L3

Tel: (306) 780-8616 Fax: (306) 780-8641

Federal Bridge Corporation Limited

Norman B. Willans 55 Metcalfe Street, Suite 1210 Ottawa, Ontario K1P 6L5

Tel: (613) 993-6880 Fax: (613) 993-6945

Federal Mortgage Exchange Corporation

see Department of Finance Canada

Federal-Provincial Relations Office

see Privy Council Office

Finance Canada

see Department of Finance Canada

Financial Consumer Agency of Canada

Jean-Pierre Giroux Enterprise Building, 6th Floor 427 Laurier Avenue West Ottawa, Ontario K1R 1B9

Tel: (613) 941-1424 Fax: (613) 941-1436

Financial Transaction and Reports Analysis Centre

Joanna Leslie 222 Somerset Street West 6th Floor Ottawa, Ontario K1A 0G5

Tel: (613) 943-1347 Fax: (613) 943-7931

Fisheries and Oceans Canada

Gary Lacey 200 Kent Street, 8th Floor Ottawa, Ontario K1A 0E6

Tel: (613) 993-2937 Fax: (613) 998-1173

Fisheries and Oceans Research Advisory Council

see Fisheries and Oceans Canada

Fisheries Prices Support Board

see Fisheries and Oceans Canada

Foreign Affairs and International Trade

see Department of Foreign Affairs and International Trade

Forestry Canada

see Natural Resources Canada

Fraser River Port Authority

Sarb Dhut 713 Columbia Street, Suite 500 New Westminster, British Columbia V3M 1B2

Tel: (604) 524-6655 Fax: (604) 524-1127

Freshwater Fish Marketing Corporation

Stan Yee 1199 Plessis Road Winnipeg, Manitoba R2C 3L4

Tel: (204) 983-6461 Fax: (204) 983-6497

Great Lakes Pilotage Authority Canada

Christine Doherty 202 Pitt Street P.O. Box 95 Cornwall, Ontario K6H 5R9

Tel: (613) 933-2991 Ext 208

Fax: (613) 932-3793

Gwich'in Land and Water Board

Robert Alexie P.O. Box 2118 Inuvik, Northwest Territories X0E 0T0

Tel: (867) 777-4954 Fax: (867) 777-2616

Gwich'in Land Use Planning Board

Deena Clayton P.O. Box 2478 Inuvik, Northwest Territories X0E OTO

Tel: (867) 777-3506 Fax: (867) 777-2616

Halifax Port Authority

Joan Macleod
Ocean Terminals
1215 Marginal Road
P.O. Box 336
Halifax, Nova Scotia B3J 2P6

Tel: (902) 426-6536 Fax: (902) 426-7335

Hamilton Port

605 James Street North Hamilton, Ontario L8L 1K1

Tel: (905) 525-4330 Fax: (905) 528-6282

Hazardous Materials Information Review Commission

Sharon Watts 200 Kent Street, Suite 9000 Ottawa, Ontario K1A 0M1

Tel: (613) 993-4472 Fax: (613) 993-5016

Health Canada

J.A. (Hank) Schriel
A.L. 1912C1
12th Floor – Jeanne Mance
Building
Tunney's Pasture
Ottawa, Ontario K1A 0K9

Tel: (613) 957-3051 Fax: (613) 941-4541

Historic Sites and Monuments Board of Canada

Michel Audy Jules-Léger Building, 5th Floor Les Terrasses de la Chaudière 25 Eddy Street Hull, Quebec K1A 0M5

Tel: (819) 997-0129 Fax: (819) 953-4909

Human Resources Development Canada

Jean Dupont Phase IV, 1st Floor 140 Promenade du Portage Hull, Quebec K1A 0J9

Tel: (819) 953-3384 Fax: (819) 953-0659

Immigration and Refugee Board

Sergio Poggione 344 Slater Street, 14th Floor Ottawa, Ontario K1A 0K1

Tel: (613) 995-3514 Fax: (613) 996-9305

Indian and Northern Affairs Canada

Diane Leroux Les Terrasses de la Chaudiere North Tower 10 Wellington Street, Room 517 Hull, Quebec K1A 0H4

Tel: (819) 997-8277 Fax: (819) 994-7211

Industry Canada

Kimberly Eadie 255 Albert Street, 11th Floor Ottawa, Ontario K1A 0H5

Tel: (613) 952-5766 Fax: (613) 941-3085

International Centre for Human Rights and Democratic Development

Kevin Callahan 1001 de Maisonneuve East Suite 1100 Montreal, Quebec H2L 4P9

Tel: (514) 283-6073 Fax: (514) 283-3792

International Development Research Centre

Diane Ryerson 250 Albert Street P.O. Box 8500 Ottawa, Ontario K1G 3H9

Tel: (613) 236-6163 Ext 2112

Fax: (613) 235-6391

Jacques Cartier and Champlain Bridges Incorporated

Sylvie Lefebvre Suite 600, West Tower 1111 St-Charles Street West Longueuil, Quebec J4K 5G4

Tel: (450) 651-8771 Ext 229

Fax: (450) 651-3249

Justice Canada

see Department of Justice Canada

Laurentian Pilotage Authority

Canada Nicole Sabourin 715 Victoria Square, 6th Floor Montreal, Quebec H2Y 2H7

Tel: (514) 283-6320 Ext 213

Fax: (514) 496-2409

Law Commission of Canada

Lucie Gagné Trebla Building, 11th Floor 473 Albert Street Ottawa, Ontario K1A 0H8

Tel: (613) 946-8980 Fax: (613) 946-8988

Mackenzie Valley Environmental Impact Review Board

Bridgette Larocque Box 938 Yellowknife, Northwest Territories X1A 2N7

Tel: (867) 873-5257 Fax: (867) 920-4761

Mackenzie Valley Land and Water Board

Wanda Anderson 4910 – 50th Avenue, 7th Floor P.O. Box 2130 Yellowknife, Northwest Territories X1A 2P6

Tel: (867) 669-0506 Fax: (867) 873-6610

Merchant Seamen Compensation Board

see Human Resources Development Canada

Military Police Complaints Commission

Johanne Gauthier 270 Albert Street, 10th Floor Ottawa, Ontario K1P 5G8

Tel: (613) 947-5693 1-800-632-0566 Fax: (613) 947-5713

Millennium Bureau of Canada

Tom Volk 255 Albert Street, 10th Floor P.O. Box 2000 Ottawa, Ontario K1P 1E5

Tel: (613) 995-5444 Fax: (613) 943-3115

Montreal Port Authority

Sylvie Vachon
Port of Montreal Building
Wing No.1
Cite du Havre
Montréal, Quebec H3C 3R5

Tel: (514) 283-2735 Fax: (514) 496-9121

Nanaimo Port Authority

Bill Mills 104 Front Street P.O. Box 131 Nanaimo, British Colombia V9R 5K4

Tel: (250) 753-4146 Fax: (250) 753-4899

National Archives of Canada

Sarah Gawman 395 Wellington Street Ottawa, Ontario K1A 0N3

Tel: (613) 995-5493 Fax: (613) 992-9350

National Arts Centre

Josée Lessard P.O. Box 1534, Station B Ottawa, Ontario K1P 5W1

Tel: (613) 947-7000 Ext 519 Fax: (613) 943-1402

National Battlefields Commission

Michel Leullier 390 de Bernières Avenue Québec, Quebec G1R 2L7

Tel: (418) 648-3506 Fax: (418) 648-3638

National Capital Commission

Ginette Grenier 40 Elgin Street, Suite 202 Ottawa, Ontario K1P 1C7

Tel: (613) 239-5198 Fax: (613) 239-5749

National Defence

Judith Mooney North Tower, 8th Floor 101 Colonel By Drive Ottawa, Ontario K1A 0K2

Tel: (613) 945-0874 Fax: (613) 995-5777

National Defence and Canadian Forces Ombudsman

Bruce Mann Carriageway Building 55 Murray Street, Suite 500 Ottawa, Ontario K1N 5M3

Tel: (613) 992-0787 Fax: (613) 992-3167

National Energy Board

Michel L. Mantha 444 – Seventh Avenue S.W. Calgary, Alberta T2P 0X8

Tel: (403) 299-2714 Fax: (403) 292-5503

National Farm Products Council

Lise Leduc 344 Slater Street, 10th Floor Ottawa, Ontario K1R 7Y3

Tel: (613) 995-1411 Fax: (613) 995-2097

National Film Board of Canada

Geneviève Cousineau 3155 Côte de Liesse Road St-Laurent, Quebec H4N 2N4

Tel: (514) 283-9028 Fax: (514) 496-1646

National Gallery of Canada

James Lavell 380 Sussex Drive Ottawa, Ontario K1N 9N4

Tel: (613) 990-1928 Fax: (613) 993-9163

National Library of Canada

Fay Hjartarson 395 Wellington Street Ottawa, Ontario K1A 0N4

Tel: (613) 947-5887 Fax: (613) 996-3573

National Parole Board

John Vandoremalen Leima Building 410 Laurier Avenue West 7th Floor Ottawa, Ontario K1A 0R1

Tel: (613) 954-6547 Fax: (613) 957-3241

National Research Council Canada

Huguette Brunet Building M-58, Room W314 Montreal Road Campus Ottawa, Ontario K1A 0R6

Tel: (613) 990-6111 Fax: (613) 991-0398

National Round Table on the Environment and the Economy

Pierrette Guitard 344 Slater Street, Suite 200 Ottawa, Ontario K1R 7Y3

Tel: (613) 943-2182 Fax: (613) 995-0605

Natural Resources Canada

Jean Boulais 580 Booth Street, 11th Floor Ottawa, Ontario K1A 0E4

Tel: (613) 995-1305 Fax: (613) 995-0693

Natural Sciences and Engineering Research Council of Canada

Victor Wallwork 350 Albert Street, 13th Floor Ottawa, Ontario K1A 1H5

Tel: (613) 995-6214 Fax: (613) 992-5337

Northern Pipeline Agency Canada

Kris Panday Lester B. Pearson Building 125 Sussex Drive Ottawa, Ontario K1A 0G2

Tel: (613) 944-0358 Fax: (613) 944-8493

North Fraser Port Authority

Valerie Jones 2020 Airport Road Richmond, British Columbia V7B 1C6

Tel: (604) 273-1866 Fax: (604) 273-3772

Northwest Territories Water Board

Vicki Losier Goga Cho Building, 2nd Floor P.O. Box 1500 Yellowknife, Northwest Territories X1A 2R3

Tel: (867) 669-2772 Fax: (867) 669-2719

Office of Privatization and Regulatory Affairs

see Department of Finance Canada

Office of Indian Residential Schools Resolution of Canada

Margaret Kirk Royal Bank Building 90 Sparks Street, Room 304 Ottawa, Ontario K1P 5B4

Tel: (819) 994-0449 Fax: (819) 994-1802

Office of the Auditor General of Canada

Susan A. Kearney 240 Sparks Street Ottawa, Ontario K1A 0G6

Tel: (613) 995-3708 Fax: (613) 947-9556

Office of the Chief Electoral Officer

Diane Davidson 257 Slater Street, Room 9-106 Ottawa, Ontario K1A 0M6

Tel: (613) 990-5596 Fax: (613) 993-5880

Office of the Commissioner of Official Languages

Sylvie Parent 344 Slater Street, 3rd Floor Ottawa, Ontario K1A 0T8

Tel: (613) 996-6036 Fax: (613) 993-5082

Office of the Comptroller General

see Treasury Board of Canada Secretariat

Office of the Correctional Investigator

Todd Sloan 275 Slater Street, Room 402 Ottawa, Ontario K1P 5H9

Tel: (613) 990-2690 Fax: (613) 990-9091

Office of the Inspector General of the Canadian Security Intelligence Service

Robert Waarbroek 340 Laurier Avenue West 11th Floor Ottawa, Ontario K1A 0P8

Tel: (613) 991-2938 Fax: (613) 990-8303

Office of the Superintendent of Financial Institutions Canada

Allan Shusterman 255 Albert Street, 15th Floor Ottawa, Ontario K1A 0H2

Tel: (613) 990-8031 Fax: (613) 952-5031

Pacific Pilotage Authority Canada

Bruce Chadwick 1000 – 1130 West Pender Street Vancouver, British Columbia V6E 4A4

Tel: (604) 666-6771 Fax: (604) 666-1647

Parks Canada Agency

E.W. Aumand 25 Eddy Street, 3rd Floor Station 57 Hull, Quebec K1A 0M5

Tel: (819) 997-2894 Fax: (819) 953-9524

Patented Medicines Prices Review Board

Sylvie Dupont Standard Life Centre 333 Laurier Avenue West Suite 1400, P.O. Box L40 Ottawa, Ontario K1P 1C1

Tel: (613) 954-8299 Fax: (613) 952-7626

Pension Appeals Board

Mina McNamee P.O. Box 8567, Station T Ottawa, Ontario K1G 3H9

Tel: (613) 995-0612

1-888-640-8001

Fax: (613) 995-6834

Petroleum Compensation Board

see Natural Resources Canada

Petroleum Monitoring Agency Canada

see Natural Resources Canada

Port Alberni Port Authority

Linda Kelsall 2750 Harbour Road Port Alberni, British Colombia V9Y 7X2

Tel: (250) 723-5312

Fax: (250) 723-1114

Prairie Farm Rehabilitation Administration

see Agriculture and Agri-Food Canada

Prince Rupert Port Authority

Joe Rektor 110 – 3rd Avenue West Prince Rupert, British Colombia V8J 1K8

Tel: (250) 627-7545 Fax: (250) 627-7101

Privy Council Office

Ciuineas Boyle Blackburn Building 85 Sparks Street, Room 400 Ottawa, Ontario K1A 0A3

Tel: (613) 957-5210 Fax: (613) 991-4706

Procurement Review Board of Canada

see Canadian International Trade Tribunal

Public Service Commission of Canada

Michael Nelson L'Esplanade Laurier, West Tower 300 Laurier Avenue West Room 1954 Ottawa, Ontario K1A 0M7

Tel: (613) 992-2425 Fax: (613) 992-7519

Public Service Staff Relations Board

Monique Montgomery C.D. Howe Bldg, West Tower 240 Sparks Street, 6th Floor P.O. Box 1525, Station B Ottawa, Ontario K1P 5V2

Tel: (613) 990-1757 Fax: (613) 990-1849

Public Works and Government Services Canada

Anita Lloyd Place du Portage, Phase III 11 Laurier Street, Room 5C1 Ottawa, Ontario K1A 0S5

Tel: (819) 956-1816 Fax: (819) 994-2119

Quebec Port Authority

Kathleen Paré 150 Dalhousie Street P.O. Box 2268 Québec, Quebec G1K 7P7

Tel: (418) 648-4956 Ext 216 Fax: (418) 648-4160

Regional Development Incentives Board

see Industry Canada Royal Canadian Mint Marguerite Nadeau 320 Sussex Drive Ottawa, Ontario K1A 0G8

Tel: (613) 993-1732 Fax: (613) 990-4665

Royal Canadian Mounted Police

Superintendent Christian Picard 1200 Vanier Parkway Ottawa, Ontario K1A 0R2

Tel: (613) 993-5162 Fax: (613) 993-5080

Royal Canadian Mounted Police External Review Committee

Norman Sabourin 60 Queen Street, Room 513 P.O. Box 1159, Station B Ottawa, Ontario K1P 5R2

Tel: (613) 990-1860 Fax: (613) 990-8969

Saguenay Port Authority

Pierre Paquin 6600 Terminal Road Ville de La Baie, Quebec G7B 3N9

Tel: (418) 697-0250 Fax: (418) 697-0243

Sahtu Land and Water Board

Larry Wallace P.O. Box 1 Fort Good Hope, Northwest Territories X0E 0H0

Tel: (867) 598-2413 Fax: (867) 598-2325

Sahtu Land Use Planning Board

Barry Hunter
P.O. Box 235
Fort Good Hope,
Northwest Territories
X0E 0H0

Tel: (867) 598-2055 Fax: (867) 598-2545

Saint John Port Authority

Pam Flemming 133 Prince William Street 5th Floor Saint John, New Brunswick E2L 2B5

Tel: (506) 636-4982 Fax: (506) 636-4443

Seaway International Bridge

Corporation Ltd Hendrik Saaltink P.O. Box 836 Cornwall, Ontario K6H 5T7

Tel: (613) 932-6601 Ext 23 Fax: (613) 932-9086

Security Intelligence Review Committee

Susan Pollak Jackson Building 122 Bank Street, 4th Floor P.O. Box 2430, Station D Ottawa, Ontario K1P 5W5

Tel: (613) 990-8441 Fax: (613) 990-5230

Sept-Îles Port Authority

Guy Gingras 1 Quai Mgr-Blanche Sept-Îles, Quebec G4R 5P3

Tel: (418) 961-1235 Fax: (418) 962-4445

Social Sciences and Humanities Research Council of Canada

Caroline T. Rahal 350 Albert Street, Room 1192 Ottawa, Ontario K1P 6G4

Tel: (613) 992-0562 Fax: (613) 947-4010

Solicitor General Canada

Duncan Roberts Sir Wilfrid Laurier Building 340 Laurier Avenue West Ottawa, Ontario K1A 0P8

Tel: (613) 991-2931 Fax: (613) 990-9077

St. John's Port Authority

Sean Hanrahan

1 Water Street
P.O. Box 6178
St. John's, Newfoundland
A1C 5X8

Tel: (709) 738-4780 Fax: (709) 738-4784

Standards Council of Canada

Dale Synnett-Caron 270 Albert Street, Suite 200 Ottawa, Ontario K1P 6N7

Tel: (613) 238-3222 Ext 405

Fax: (613) 569-7808

Statistics Canada

Pamela White R.H. Coats Bldg., 25th floor Tunney's Pasture Ottawa, Ontario K1A 0T6

Tel: (613) 951-3255 Fax: (613) 951-3825

Status of Women Canada

Céline Champagne 123 Slater Street, 10th Floor Ottawa, Ontario K1P 1H9

Tel: (613) 995-4008 Fax: (613) 995-1761

Statute Revision Commission

see Department of Justice Canada

Thunder Bay Port Authority

Denis Johnson 100 Main Street Thunder Bay, Ontario P7B 6R9

Tel: (807) 345-6400 Fax: (807) 345-9058

Toronto Port Authority

Lisa Raitt 60 Harbour Street Toronto, Ontario M5J 1B7

Tel: (416) 863-2016 Fax: (416) 863-4830

Transportation Safety Board of Canada

Ann Martin Place du Centre 200 Promenade du Portage 4th Floor Hull, Quebec K1A 1K8

Tel: (819) 994-0385 Fax: (819) 953-2160

Transport Canada

Kathy Wesley
Place de Ville, Tower C
26th Floor
330 Sparks Street
Ottawa, Ontario K1A 0N5

Tel: (613) 993-6162 Fax: (613) 991-6594

Treasury Board of Canada Secretariat

Jocelyne Sabourin L'Esplanade Laurier, East Tower 140 O'Connor Street, 8th Floor Ottawa, Ontario K1A 0R5

Tel: (613) 957-7154 Fax: (613) 946-6256

Trois-Rivières Port Authority

Roger Marceau 1545 du Fleuve Street Suite 300 Trois-Rivières, Quebec G9A 5K2

Tel: (819) 378-2887 Ext 26

Fax: (819) 378-2487

Vancouver Port Authority

Wendy Petruk 1900 Granville Square 200 Granville Street Vancouver, British Columbia V6C 2P9

Tel: (604) 665-9054 Fax: (604) 665-9062

Veterans Affairs Canada

Barry Johnston P.O. Box 7700 Charlottetown, Prince Edward Island C1A 8M9

Tel: (902) 566-8228 Fax: (902) 368-0496

Veterans Review Appeal Board Canada

see Veterans Affairs Canada

Western Economic Diversification Canada

Tim Earle Canada Place 1500, 9700 Jasper Avenue Edmonton, Alberta T5J 4H7

Tel: (780) 495-3194 Fax: (780) 495-7618

Windsor Port Authority

David Cree 251 Goyeau Street, Suite 502 Windsor, Ontario N9A 6V2

Tel: (519) 258-5741 Fax: (519) 258-5905

Yukon Surface Rights Board

Mark Hoppe P.O. Box 31201 Whitehorse, Yukon Territory Y1A 3V1

Tel: (867) 667-7695 Fax: (867) 668-5892

Yukon Territory Water Board

Judi Doering 419 Range Road, Suite 106 Whitehorse, Yukon Y1A 3V1

Tel: (867) 667-3980 Fax: (867) 668-3628

Standard Bank Descriptions

Attendance and Leave

Description: This bank contains absence reports and leave applications, as well as physicians' certificates associated with sick leave, all of which include the individual's Personal Record Identifier and correspondence about attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to support administration of employee attendance and leave within government departments and agencies. Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate use of leave and rates of absenteeism. Retention and Disposal Standards: Two years after expiry of fiscal year, after which period the records are destroyed. Bank Number: PSE 903

Conflict of Interest and Post-Employment Code **Description:** This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Public Service and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in sections 21 and 22, participates in activities specified in section 26 of the Code of the Public Service; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for the Public Service; and (3) investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of an employee and the employee's official duties and responsibilities. Class of Individuals: Employees of government institutions. *Purpose:* The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the Public Service and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of a government institution; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. Consistent Uses: To resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment if conflict of interest exists. To enable designated officials to determine whether a former public servant to whom

post-employment compliance measures apply is in compliance. This impacts on a current public officer's ability to deal with the former public servant. *Retention and Disposal Standards:* Records are retained by the employing institution to which the Certification Document and Confidential Report were submitted for the duration of employment plus two years, after the records are destroyed. *Bank Number:* PSE 915

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to maintain information used in disciplinary actions in government institutions and to determine the need for and nature of disciplinary actions. Consistent Uses: To support decisions on pay and benefits; attendance and leave; transfer, demotion and termination of employment. Retention and Disposal Standards: Documentation related to disciplinary action for individual cases will be destroyed after 2 years have elapsed since the disciplinary action was taken, provided that no further disciplinary action has been recorded during this period or for notices of disciplinary action, including notices attached to the Employee Personnel Record, the time limit is that specified in applicable collective agreements. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Bank Number: PSE 911

Electronic Network Monitoring Logs

Descripition: This bank contains information about electronic network use which is compiled when there is suspected misuse of a federal government electronic network, as defined by institutional or Treasury Board policies on the use of electronics networks. Examples of information that may be in the bank include network logs that may link an employee's workstation to an IP address, listings of sites visited and information on any transactions conducted, including date, time, duration and nature of the visit or transaction. It may also include information on the use of authorization codes assigned to particular individuals, including successful or unsuccessful use of the codes, date, time and frequency. Class of Individuals: Employees of the institution and other individuals using federal government electronic networks. Purpose: The information contained in the bank is compiled to

support the investigation of suspected or alleged misuse of government electronic networks. *Consistent Uses:* The information may be used to substantiate any disciplinary action taken where violation of institutional or Treasury Board policies on the use of electronic networks is determined. *Retention and Disposal Standards:* Personal information that has been used by a government institution for an administrative purpose shall be retained by that government institution for a least two years following the last use of the information unless the subject individual consents to its earlier disposal. *Bank Number:* PSE 922

Employee Assistance

Descripition: This bank contains information treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP); notice of voluntary or mandatory (supervisory work-performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Occupational and Environmental Health Services Agency. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. Consistent Uses: To support decisions regarding employee assistance measures. Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. Bank Number: **PSE 916**

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an

employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Social Insurance Number; Personal Record Identifier: home address: citizenship: education. including transcripts, certificates and diplomas; non-government employment history; career resumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries: superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Class of Individuals: Employees of the institution. Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Public Works and Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Human Resources Development Canada for pension purposes. Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases

where a disciplinary action has been rescinded, onus

is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. *Bank Number:* PSE 901

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. The Personal Record Identifier may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire, as well as when these identifiers are required to locate employee records. Class of Individuals: Employees of the institution. Purpose: This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part I, Schedule I. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The Personal Record Identifier may be used to link information in this bank with that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. Self-identification information may be obtained from the departmental banks on Staffing (PSE 902). Consistent Uses: The department may collect data for statistical purposes, for purposes relating to individuals, or for both. Personal data are released to the Employment Equity Target Group Data Bank (TBS PCE 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. Retention and Disposal Standards: The disposal

criteria for this bank are to be established. Records are retained for two years after most recent administrative action. *Bank Number:* PSE 918

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to the Public Service Staff Relations Board. Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process, up to referral to the Public Service Staff Relations Board. Retention and Disposal Standards: Three years following date of resolution or date of decision by the Public Service Staff Relations Board the records are destroyed. Bank Number: PSE 910

Harassment

Description: This bank contains information related to harassment complaints, to the resolution of harassment issues including mediation and investigations. The records include the letters of complaint regarding allegations of harassment and responses; records of interviews both with complainants and respondents; records of interviews with witnesses to incidents; reports of investigations and analyses of events and findings, and records of decisions taken about particular incidents or harassment complaints. When mediation is used, profiles and evaluations of the mediators, mediation and settlement agreements, and notes and opinions of the mediators may be included in the file. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Discipline Bank. Class of Individuals: Employees of the institution and other persons working for the public service. *Purpose:* The purpose of this bank is to record information necessary for dealing with harassment complaints, to make decisions in specific instances on whether or not haraassment is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to deal with a harassment situation. Consistent Uses: To support decisions on transfer and discipline of employees and to ensure fairness in the harassment investigation process, information concerning the findings and recommendations resulting from the investigation of a complaint of harassment may be disclosed to the complainant as well as the respondent. Any corrective or disciplinary action taken as a result of a founded complaint may be disclosed to the

complainant. Generic information about non-identifiable individuals may be used to analyze trends and share information with persons working in the prevention and resolution of harassment. *Retention and Disposal Standards:* Records are destroyed two years after the most recent administrative activity in relation to an individual case. *Bank Number:* PSE 919

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. Consistent Uses: To issue identification and building-pass cards. Retention and Disposal Standards: Records are destroyed two years after expiry of identification and building-pass cards. Bank Number: PSE 917

Occupational Safety and Health

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation Report, which are retained by institutions in the appropriate responsibility centre. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (HRDC). Records of occupational health evaluations and all personal medical data are retained by the Medical Services Branch, Health Canada under medical confidential status. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program. Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions.

Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Hazardous Occurrence Investigation Report; thirty years for these reports and correspondence if the incident results from exposure to a hazardous substance. After which the records are destroyed. Records held by HRDC and Health Canada are retained for the periods specified in the relevant bank descriptions. Bank Number: PSE 907

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and Personal Record Identifier for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Retention and Disposal Standards: Two years after last documentation the records are destroyed. Bank Number: PSE 906

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on government-owned or leased property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank while records of parking violations are maintained by the RCMP or the City of Ottawa. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to maintain information for the administration of parking privileges. Consistent Uses: To issue parking permits. Retention and Disposal Standards: Records are destroyed two years after the permit expires. Bank Number: PSE 914

Pay and Benefits

Description: This bank contains certificates for pay. allowances and deductions, which set out pay and benefit information for each employee, and include the Social Insurance Number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The Social Insurance Number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. Bank Number: PSE 904

Performance Reviews and Employee Appraisals **Description:** This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Retention and Disposal Standards: Records are retained for five years for all employees and then destroyed. Bank Number: PSE 912

Recognition Policy

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Recognition Policy. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties or practised suggestions for improvement of public service operations and completed recommendation reports. Class of Individuals: Public servants who have been nominated for awards under the federal government's Recognition Policy. Purpose: To identify individuals who have been nominated for awards under the federal government's Recognition Policy. Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. Retention and Disposal Standards: Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. Bank Number: PSE 920

Reliability Checks

Description: This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment or contract in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational and professional qualifications, employment, criminal records and, where required, credit data, as well as other personal information. Class of Individuals: Individuals working or applying for work with the federal government by way of appointment, assignment or contract. Purpose: To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment. Retention and Disposal Standards: The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. Bank Number: PSE 921

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) (previously, RCMP Security Service) investigations; fingerprint cards; criminal histories; Social Insurance Number; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the Employee Personnel Record. Details of CSIS investigations are maintained in a CSIS bank. Class of Individuals: Individuals working or applying for work with the federal government by way of appointment, assignment or contract. Purpose: The purpose of

this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with the federal government by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. Consistent Uses: To support decisions on transfers, promotions, discipline, and termination of employment. Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed. Bank Number: PSE 909

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists: offers of employment: notices to candidates: notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, Social Insurance Number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). Class of Individuals: Employees of the institution. Purpose: The bank provides a record of the information used in staffing positions in a government institution. It is also a source of data for employment equity programs and services. Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action in accordance with the Public Service Commission (PSC) policy on Disclosure of Information Following a Selection Action to explain the reasons for the selection decision. Access procedures: Competition number, where applicable, should be quoted. Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. Bank Number: **PSE 902**

Training and Development

Description: This bank contains personal data including course applications and evaluations: Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions. Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementing and evaluating government policies relating to employment equity programs. Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee. Bank Number: PSE 905

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of government employees. Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. Bank Number: PSE 913

Vehicle, Ship, Boat and Aircraft Accidents Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in Standard Bank PSE 907. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to maintain information

regarding vehicle, ship, boat and aircraft accidents involving employees of a government institution. **Consistent Uses:** To determine liability for such accidents and to approve damage settlements. **Retention and Disposal Standards:** Two years after the settlement of individual claims, after which the records are destroyed. **Bank Number:** PSE 908

Workplace Day Care

Description: This standard bank contains information collected from employee surveys conducted by departments for the purpose of estimating employee demand for workplace day care and from workplace day care centre records for evaluating the workplace day care policy. Such information may include employee or user personal data, data on their children, anticipated demand for day care and probability and reasons for enroling a child in a department-sponsored workplace day care centre. Class of Individuals: All federal employees included in Schedule 1, Part 1 of the Public Service Staff Relations Act. Purpose: The bank is to be used to determine whether sufficient employer interest and demand exist to merit further consideration (viability study) by the department of the possibility of establishing a workplace day care centre. It will be used to determine the level of ongoing federal rental support for the workplace day care centre. It will also be used for the purposes of evaluating the day care centre policy. Consistent Uses: The information in this bank will be used for administrative and statistical purposes associated with the establishment of a day care centre. It will also be used for the evaluation and monitoring of the federal public service workplace day care policy. The information may be disclosed to Treasury Board, the department, an authorized committee of the department, a custodian department and the Board of Directors of the Day Care Centre. Together with the linked information from the files identified below, this information will form the basis for tabulations of the extent and type of employee day care users. Retention and Disposal Standards: The retention and disposal period for this bank is yet to be established. Bank Number: PSE 930

Agriculture and Agri-Food Canada

Chapter 1

Particular Banks

Career Management Program

Description: The bank contains personal information on employees such as: names, résumés, and career plans. There is information in the bank on the program's policies, guidelines and key documents. Class of Individuals: All employees within the Farm Financial Programs Branch, Strategic Policy Branch, Rural Secretariat and Co-operatives Secretariat who wish to utilize the services provided by the Career Management Program. Purpose: The bank exists to facilitate and document the work with those employees using the Career Management Program services in their career development. The bank also exists to enable the matching and marketing of developmental opportunities within these branches with employees interested in acquiring certain specific skills and experience, as identified in their career plans. Consistent Uses: To provide ongoing career development assistance to the branches' employees in support of the continuous learning objectives of the Department. Retention and Disposal Standards: Policy and program records are held for five years from program modification or completion of the program. Employee information is kept for two years after the employee leaves the branch permanently. Related to PR#: AAFC HRB 860 TBS Registration: 005112 Bank Number: AAFC PPE 830

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers,

promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Class of Individuals: Departmental employees. Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Public Works Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Health Canada for pension purposes. Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure

that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. *PAC Number:* 98/00 *Related to PR#:* AAFC HRB 860 *TBS Registration:* 000913 *Bank Number:* AAFC PPE 808

Employment Equity Program

Description: This bank resides within Departmental Human Resources Management System. Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female: whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis. Class of Individuals: Departmental employees Purpose: This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1, Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification. Use of the PRI is required mandatory for this bank. Consistent Uses: The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training, development, policy and planning purposes related to Employment Equity. Retention and Disposal Standards: SOS performed on quarterly basis. PAC Number: 98/00 Related to PR#: AAFC HRB 860 TBS Registration: 003648 Bank Number: AAFC PPE 818

Executive Group Personnel Record

Description: This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position, Potential retirement date, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present. Class of Individuals: Members of the Executive Group in Agriculture and Agri-Food Canada. Purpose: To help in the staffing of Executive Group. Consistent Uses: To update and maintain staffing information on members of the Executive Group. Retention and Disposal Standards: Records are kept for a period of 2 years. PAC Number: 98/00 Related to PR#: AAFC HRB 860 TBS Registration: 002698 Bank Number: AAFC PPE 819

Expenditure Accounts - Departmental Employees Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. Class of Individuals: Employees of the Department claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments. Purpose: This bank is used for the payment of invoices and claims to employees of the Department claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. Consistent Uses: Records are also used for the issuance of statements of taxable benefits for income tax purposes. Retention and Disposal Standards: Records are retained for six years. PAC Number: 99/00 Related to PR#: AAFC CMB 914 TBS Registration: 002285 Bank Number: AAFC PPE 817

Financial Management Information System – SATURN

Description: The official financial and material management information system for the department, the Canadian Food Inspection Agency and , the Canadian Pari-Mutuel Agency, the Canadian Dairy Commission, and the Canadian Grain Commission. Information is classified as to: Responsibility (fund/cost) centre); Authority (fund); Purpose (activity) Project (Internal order) and Object of Expenditure (GL) account. Personal information (i.e. addresses, telephone numbers, age, sex, marital status, country of birth, citizenship, etc.) with the exception of employee name is not captured in Saturn. For persons receiving taxable payments from the department, their Social Insurance Numbers (SIN) are captured and retained in Saturn. Class of Individuals: Non Departmental employees. **Purpose:** The SIN is required for inclusion on the Tax Information slip and on the tax information file that the department is required to transmit to Canada Customs and Revenue Agency. Consistent Uses: Refer to Purpose of the bank. Retention and Disposal Standards: Information remains on Saturn and is rolled from year to year. When there is nol further activity, the information is removed from the system. PAC Number: 99/004 Related to PR#: AAFC CSMB 852 TBS Registration: 002945 Bank Number: AAFC PPE 805

Garnishment

Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department. **Class of Individuals:** Information is held on employees of the Department of Agriculture and Agri-Food against whom garnishment proceedings

have been taken. *Purpose:* To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act. *Consistent Uses:* This bank is also used to approve deductions from salary. *Retention and Disposal Standards:* Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Department of Agriculture and Agri-Food and is destroyed after the two-year period. *PAC Number:* 86-001 *Related to PR#:* AAFC HRB 925 *TBS Registration:* 002048 *Bank Number:* AAFC PPE 807

Managerial Profile

Description: Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile. Class of Individuals: All employees of Agriculture and Agri-Food Canada occupying positions from EX minus 2 to top of Executive Group. Purpose: The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities. Consistent Uses: Same as for 'Purpose'. Retention and Disposal Standards: Minimum retention of 5 years as per authority. PAC Number: 98/00 Related to PR#: AAFC HRB 860 TBS Registration: 002946 Bank Number: AAFC PPE 820

Parking

Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to maintain information for the administration and control of parking privileges. Consistent Uses: The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis. Retention and Disposal Standards: Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file. PAC Number: 85-001 Related to PR#: AAFC CMB 913 TBS Registration: 002283 Bank Number: AAFC PPE 816

Persons with Disabilities: Background Information on Employees for Departmental Advisory Committee Description: This bank contains personal information on employees such as their name, title, group and level, Branch, address (some will submit both office and home addresses), telephone number; as well, if the employee wishes to stand for nomination to the advisory committee; is interested in having input on topics or issues relating to the committee; is willing to participate on sub-committees or working groups: would like to be kept informed of the activities of the committee: and any personal comments made by the respondents of the form. Class of Individuals: The information relates to employees in Agriculture and Agri-Food Canada of all groups and levels and from all regions. Purpose: The purposes of the information are to set up a departmental advisory committee and to build a distribution list of individuals interested in issues and topics touching on employing persons with disabilities. Consistent Uses: The information is for the use of the committee, the Assistant Deputy Minister of Corporate Management Branch and his/her advisors. Retention and Disposal Standards: To be determined. TBS Registration: 003928 Bank Number: AAFC PPE 828

Priority Placement System

Description: The content of the data base consists of 3 different screens. 1) Basic data which comprise of the first and last name of the priority employees priority type, reason for surplus, department, region, directorate, position number, first official language, sex, advisor name and phone number and if the employee has been offered and accepted the Early Retirement Incentive (ERI) or the Early Departure Incentive (EDI). 2) Marketing Fata which contains the start and end date of priority, their mobility, the work location, their availability for work, their second language, results and dates that they were tested their willingness to accept a lower level position, the possible group and level acceptable, the title of their actual position, their skill profile, their education and experience and their home and business telephone numbers. 3) Outcome (Managers cannot access this screen, it can only be accessed by the HRB unit for statistical purposes.) This screen contains information on employees who have accepted positions, who have resigned from the Public Service, laid-off and entail details such as whether they are salary protected, whether they have been retrained and at what cost. Information on employees paid out benefit such as pay in view, separation benefits, turnkey payments and retention payments. Class of Individuals: Priority employees. Purpose: To market our employees who have been put on priority for other suitable employment. Consistent Uses: There will be no other use of this information. Retention and Disposal Standards: Two years after the last administrative use. PAC Number: 98/00 Related to PR#: AAFC HRB 920 TBS Registration: 003320

Bank Number: AAFC PPE 800

Reliability Checks

Description: The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. Class of Individuals: Prospective and existing Agriculture and Agri-Food Canada employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets. Purpose: To help ensure that prospective and existing Agriculture and Agri-Food Canada employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks. Consistent Uses: The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. Retention and Disposal Standards: Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Department destroys the criminal record in question or any reference thereto immediately. Related to PR#: AAFC CMB 856 TBS Registration: 002099 Bank Number: AAFC PPE 813

Request for Transfer File

Description: The bank contains transfer requests from individuals from within Agriculture and outside departments. Records may contain personal résumés. Performance appraisals may also be included. Class of Individuals: Employees of Agriculture and Agri-Food Canada and outside departments. Purpose: To provide a record of information used in staffing positions in a government institution. Consistent Uses: To select possible candidates to staff positions on a transfer basis within Agriculture and Agri-Food Canada. Retention and Disposal Standards: Records are kept for a period of 2 years. PAC Number: 98/00 Related to PR#: AAFC HRB 860 TBS Registration: 002701 Bank Number: AAFC PPE 822

Research Skills Inventory

Description: The bank contains personal information on employees such as: name, PRI, classification, first official language, professional skills and retirement data. Class of Individuals: Research Branch Scientific and Professional Category employees. Purpose: To be used for human resources planning purposes. This inventory serves to establish the Branch's actual scientific and professional population and to forecast the future needs/demand. Consistent Uses: To plan future demand for scientific and professional personnel. Retention and Disposal Standards: The bank is to be updated annually. Records are kept for a period of five years. PAC Number: 98/00 Related to PR#: AAFC HRB 921 TBS Registration: 002700 Bank Number: AAFC PPE 803

Salary Management System

Description: This bank contains information about employees of the institution including the following: Personal Record Identifier. First and Last Name. Occupational Category and Level, Annual Salary, Employment Anniversary Date, and Financial Coding. Class of Individuals: Employees of the institution. Purpose: The Salary Management System is a subsidiary system of Saturn, the institution's finance and material management system. It is also the department's official record keeping system for salary management. The system has two main functions: first, it is a means to forecast salary expenditures and is therefore a tool in the management of operating budgets; second, it processes raw data from the government's Regional Pay System into data that can be used by the department's financial system. To meet the system's requirements to be able to perform these two functions, the bank is used to add financial coding to pay records received from the Pay System, and to provide data about employees and positions that is needed to calculate forecasted expenditures. Consistent Uses: The Salary Management System has only the two functions described above. Retention and Disposal Standards: Information is kept for six fiscal years then destroyed. Related to PR#: AAFC CMB 700 TBS Registration: 005113 Bank Number: AAFC PPE 831

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank. Class of Individuals: Individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract. Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Agriculture and Agri-Food Canada by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Agriculture and Agri-Food Canada may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank. Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current

information on employees and to update the Security Information System on a continuous basis. *Retention and Disposal Standards:* Two years after an employee leaves Agriculture and Agri-Food Canada after which the records are destroyed. *Related to PR#:* AAFC CMB 852 *TBS Registration:* 002943 *Bank Number:* AAFC PPE 826

Telecommunication

Description: This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service an other dedicated departmental networks. Since many telephone numbers or extensions are identified with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee. Class of Individuals: Employees of the Department. Purpose: This bank is compiled to facilitate telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs. Consistent Uses: This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager. Retention and Disposal Standards: These records are retained for two years except for the information on financial transactions is kept for six years. Related to PR#: AAFC CMB 852 TBS Registration: 003319 Bank Number: AAFC PPE 827

Training and Development

Description: This bank within Human Resources Management System contains personal data including course applications and evaluations; personal record Identifier (PRI); records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated

by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. It also contains applications for personal and professional developmental programs. Class of Individuals: Employees of the institution. Purpose: To provide documentation for the administration and the application to training and development programs within government institutions. The PRI is used for the purpose of identification and financial administration of training. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances. Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee. PAC Number: 98/00 Related to PR#: AAFC HRB 927 TBS Registration: 000917 Bank Number: AAFC PPE 810

Travel and Relocation

Description: This bank contains authorized requests for individual travel cards (ITCs), foreign travel, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding travel cards, travel and relocation, and to obtain passports and visas for employees travelling overseas. Consistent Uses: The information is also used to administer the travel and relocation functions with respect to their approval and to issue travel cards. passports and visas. Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled except for: travel cards, which are retained until the expiry date and passports, which are retained for a minimum of five years. PAC Number: 99/00 Related to PR#: AAFC CMB 852 TBS Registration: 002282 Bank Number: AAFC PPF 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Vehicle, Ship, Boat and Aircraft Accidents

Atlantic Canada Opportunities Agency

Chapter 2

Particular Banks

Attendance and Leave

Description: This bank contains information on all approved leave requests as well as on monthly attendance reports and notes including physical certificate forms justifying absences. Class of Individuals: The information held in this bank relates to the Atlantic Canada Opportunities Agency's (ACOA) employees. Purpose: Information is obtained for the administration of employee attendance and leave. It is also used in the verification of absences against leave credits, and of salary payments against attendance reports. It is used to record leave on annual leave report forms as well as to evaluate the use of leave and rates of absenteeism. Retention and Disposal Standards: The records are destroyed two years after the end of the fiscal year. TBS Registration: 003380 Bank Number: ACO PPE 801

Incentive Awards

Description: This bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental based employee awards programs. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. Class of Individuals: Information in this bank relates to all employees of the Public Service who have been nominated for awards under the Incentive Awards Plan or any other departmental based employee awards program. **Purpose:** The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan or any other departmental Employee Awards Program. The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. Retention and Disposal Standards: Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed and precedent setting files for 25 years then destroyed (subject to National Archives approval). TBS Registration: 003379 Bank Number: ACO PPE 804

Performance Reviews and Employee Appraisals Description: This bank contains information regarding the performance of individual employees in terms of skills, abilities, and accomplishments. Class of Individuals: Files contain copies of annual Performance Reviews and Employee Appraisals reports which contain employee evaluations, summaries of performance reviews, career, training and development objectives. Information relates to all employees of the institution. Purpose: This bank is used to determine employees' annual salary rate and to collect statistical data. The bank is also used to determine training and development needs. Retention and Disposal Standards: Records are retained for five years for all employees and are then destroyed. TBS Registration: 003378 Bank Number: ACO PPE 803

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance numbers; examination results and certificates; records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; record of approved courses for employees in annual training plans; departmental training records for in-house courses; information required for central agency reporting purposes including forms (training - expenditure, and training - human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended education leave, Career Assignment Program (CAP) and other special development programs. Class of Individuals: This information includes résumés, performance reviews, return of service undertaking agreements, and forms indicating management approval; inventory of training/authorization forms; inventory of CAP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants. Information in this bank relates to employees of the Atlantic Canada Opportunities Agency (ACOA) and other public servants who have either attended ACOA courses or who have acted as instructors in ACOA courses. Purpose: The purpose

of this bank is to provide documentation for the administration of training and development programs within the Agency and to prepare files submitted to human resources committees for approval. The bank is also used by central agencies in the administration of the Training and Development Information System. and development programs. The bank is also used to register employees on courses and maintain a record of courses taken, to enable follow-up concerning payment as well as to provide management and Treasury Board with information concerning employee training and planned training activities. Retention and Disposal Standards: Records are destroyed two years after completion of training and development undertaken by the employee. TBS Registration: 003381 Bank Number: ACO PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Conflict of Interest and Post-Employment Code

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Reliability Checks

Security Clearance

Travel and Relocation

Vehicle, Ship, Boat and Accident Aircraft

Atlantic Pilotage Authority Canada

Chapter 3

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. **Employee Personnel Record**

Occupational Safety and Health

Pay and Benefits

Bank of Canada

Chapter 4

Particular Banks

Access Cards

Description: This bank contains Access Card Authorization forms, names, photo images, security levels, employment status and employee identification numbers for the issuance of access cards, which are used to identify individuals authorized to be present on Bank premises. Class of Individuals: Bank of Canada employees and pensioners; contractors; tenants. Purpose: The purpose of this bank is to maintain information relating to the issuance of access cards. Consistent Uses: To issue and control access cards. Retention and Disposal Standards: These records are kept for a period of two years after an individual leaves the Bank or two years after the last administrative use, then destroyed. TBS Registration: 003289 Bank Number: BOC PPE 818

Attendance and Leave

Description: This bank contains absence input forms and summary reports which include the employee identification number, leave applications, and correspondence related to attendance and leave. The annual summary of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form, as modules of institutional personnel databases, especially as time/attendance, leave control and absenteeism systems. Class of Individuals: Bank of Canada employees. *Purpose:* The purpose of this bank is to support the administration of employee attendance and leave. Consistent Uses: To record attendance and authorize leave, to support decisions on pay and benefits, such as those concerning leave and termination of employment, and to evaluate the use of leave and rates of absenteeism. Retention and

Disposal Standards: Records are kept for a period of three years, then destroyed. TBS Registration: 002211 Bank Number: BOC PPE 821

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct. testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. Class of Individuals: Bank of Canada employees. Purpose: The purpose of this bank is to maintain information used in disciplinary actions. Consistent Uses: To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. Retention and Disposal Standards: Records are kept for a period of five years following the date of disciplinary action, then destroyed. TBS Registration: 002219 Bank Number: BOC PPE 836

Employee Health Record

Description: This bank contains occupational health evaluations and all personal medical data including employee assistance records and copies of Workers Compensation reports. Class of Individuals: Bank of Canada employees. Purpose: The purpose of this bank is to maintain health evaluations on Bank employees, and to provide documentation for the administration of occupational health and certain benefit programs. Retention and Disposal Standards: Records are kept for a period of 20 years after the employee leaves the Bank, or following the last intervention if this occurs after the employee has left the Bank, and a further 20 years for certain records relating to designated substances or procedures, i.e. audiograms. TBS Registration: 002215 Bank Number: BOC PPE 830

Employee Personnel Record

Description: Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and

fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required. Class of Individuals: Bank of Canada employees. Purpose: This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer. Consistent Uses: The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. Retention and Disposal Standards: After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed. TBS Registration: 002210 Bank Number: BOC PPE 810

Employment Equity Program

Description: This bank contains personal information on employees that is needed to support the Bank's Employment Equity program. This information is collected on a voluntary basis, and respondents are asked to identify their gender, whether they are an aboriginal person, whether they have a disability, or are a member of a visible minority group. Class of Individuals: Regular full-time employees; regular part-time employees; contract and temporary employees of the Bank of Canada. Purpose: This information is used for purposes specified in the Employment Equity Act; that is for implementation of the employment equity policy and program. Data are collected to provide a comprehensive picture of Bank

staff by designated groups (e.g., women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information may be linked with that in other banks containing employee information using the Employee Number in order to obtain statistical information used in the preparation of the Annual Report to the Minister of Human Resources Development Canada. This data is also used to compare the situation of designated group members with non-designated group members within the Bank and with their counterparts in the general labour market. Self-identification information may also be obtained from the bank on Applications for employment (BOC PPU 035), Consistent Uses: The information gathered is used in the delivery of the Bank's Employment Equity program to help create a more representative workforce. It may be used to compile statistical data or for administrative purposes that support measures to ensure that designated groups are equitably represented in the Bank. Retention and Disposal Standards: Employment Equity questionnaires are retained for a period of two years after an employee leaves the Bank, then destroyed. When questionnaires are superseded, the previous questionnaires are immediately destroyed. TBS Registration: 001942 Bank Number: BOC **PPE 817**

Facility Management Database

Description: This bank contains records of employee names, employee identification numbers, employment status, job levels and access card numbers which are used to support the management of space allocation and related resources. Class of Individuals: Bank of Canada employees and contractors. Purpose: To assist the Bank in managing space allocation resources. Consistent Uses: To allocate space and assets related to space such as furniture, phones, etc. Retention and Disposal Standards: Records are kept for a maximum of 6 months after an individual leaves the Bank, then destroyed. TBS Registration: 004236 Bank Number: BOC PPE 819

Garnishees

Description: This bank contains orders of garnishment and related correspondence. Class of Individuals:
Bank of Canada employees. Purpose: The purpose of this bank is to maintain information concerning orders for garnishment. The social insurance number may or may not be present. If present, it is in some cases authorized under the Income Tax Act and the Family Orders and Agreements Enforcement Assistance Act and Regulations. Consistent Uses: To provide for the execution of orders of garnishment. Retention and Disposal Standards: Records are kept for a period of six years after the garnishment order is no longer in force, then destroyed. TBS Registration: 000076 Bank Number: BOC PPE 822

Grievances

Description: This bank contains presentations by employees, receipt notices and replies by management, testimony by witnesses, legal opinions, investigation and analysis reports, job descriptions required in the grievance process regarding classification; and correspondence about grievances. Class of Individuals: Bank of Canada employees. Purpose: The purpose of this bank is to record information used in the grievance process. Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, to resolve grievances at all levels in the grievance process. Retention and Disposal Standards: Records are kept for a period of five years following date of resolution. then destroyed. TBS Registration: 002218 Bank Number: BOC PPE 835

Occupational Injury

Description: This bank contains accident and occupational injury or illness records, claims for compensation, and related correspondence, including first aid records. Summaries of accident reports are also produced using a microcomputer. Class of Individuals: Bank of Canada employees. Purpose: To maintain records relating to occupational injuries or illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work. It also provides documentation for the administration of occupational safety and health programs in the Bank of Canada. Consistent Uses: To record safety and health details and causes of accidents/injuries in order to assist in accident prevention and health protection. To assure Bank employees receive proper compensation for accidents/injuries. Retention and Disposal Standards: First aid records are retained for two years, then destroyed. Accident and occupational injury or illness records are held for 10 years following the date of the occurrence, then destroyed. TBS Registration: 002217 Bank Number: BOC PPE 831

Official Languages

Description: This bank contains basic personal data such as first official language and the employee identification number for purposes of identification; language knowledge levels; training certificates and correspondence about the official languages qualifications of employees. Class of Individuals: Bank of Canada employees. Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees. Consistent Uses: To document the language training needs and accomplishments of employees, and to aid in determining the linguistic status of employees and in auditing the administration of official language programs. Retention and Disposal Standards: Records are kept for a period of two years after the employee leaves the Bank, then destroyed. TBS Registration: 002214 Bank Number: BOC PPE 826

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on public property. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Class of Individuals: Bank of Canada employees. Purpose: The purpose of this bank is to maintain information for the administration of parking privileges. Consistent Uses: To maintain a record of parking permits. Retention and Disposal Standards: Records are kept for a period of three years after the permit expires, then destroyed. TBS Registration: 002236 Bank Number: BOC PPE 842

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, including the social insurance number, as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. Earning and superannuation records are attached to the Employee Personnel Record. Some of the above information exists in a computer-based system in order to generate salaries, pensions, deductions or to adjust an employee payroll/personnel record. Class of Individuals: Bank of Canada employees. Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits. The use of the social insurance number is a requirement under the Income Tax Act, the Employment Insurance Act. Consistent Uses: To approve the disbursement of salaries and allowances and the retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. The bank enables audit and reconciliation of payroll accounts (e.g., employee remuneration and entitlements) and supports the recovery of overpayments and debts owed to the Crown and, where applicable, enables execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. Retention and Disposal Standards: After an employee leaves the Bank, the personnel record is kept until the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. TBS Registration: 002212 Bank Number: BOC PPE 820

Personal Harassment

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews with both complainants and alleged harassers; records of interviews with witnesses to incidents; summations

of management investigations; and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record, When a disciplinary action results from an investigation, information will also be filed in the Discipline Bank. Class of Individuals: Bank of Canada employees. Purpose: The purpose of this bank is to record information necessary for dealing with complaints of personal harassment at the workplace. Consistent Uses: To make decisions in specific instances on whether or not personal harassment is occurring and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment situation. Retention and Disposal Standards: Records are kept for a period of five years following the date of the most recent administrative activity in relation to an individual case, then destroyed. TBS Registration: 002237 Bank Number: BOC PPE 837

Reliability Checks and Security Clearances

Description: This bank contains employee identification numbers, completed fingerprint forms, results of the Royal Canadian Mounted Police criminal records name checks and/or fingerprinting records checks, credit bureau checks and Access Card Authorization forms. In addition, this bank contains completed Personnel Security Clearance Questionnaires and Personnel Security Assessments, summaries of Canadian Security Intelligence Service records checks and investigations, completed Government of Canada Personnel Screening Request and Authorization forms, and security briefings. Notation of level of security clearance may be attached to the Employee Personnel Record. Class of Individuals: Bank of Canada employees; employees of a contracted company; service personnel and construction workers requiring temporary access to buildings. Purpose: The purpose of this bank is to maintain reliability check documentation; to record information pertinent to the determination of the appropriate level of security clearance for employees whose position requires a security clearance. Consistent Uses: The records are used to help determine an individual's reliability, to determine the level of security clearance and to provide information for the administration of the Bank's security measures. It is also used to support decisions on reliability checks and security clearances, transfers, promotions, discipline and termination of employment. Retention and Disposal Standards: Records are kept for a period of two years after an employee leaves the Bank, then destroyed. Contracted company employees' records are kept for two years after the last administrative use, then destroyed. In the case where a criminal record exists, and if notified that a pardon has been granted, the criminal record in question is destroyed immediately. TBS Registration: 002216 Bank Number: BOC PPE 816

Relocation

Description: This bank contains authorizations, advances, claims, receipts, and correspondence concerning the relocation of employees. Class of Individuals: Bank of Canada employees. Purpose: The purpose of this bank is to maintain information regarding the relocation of employees. Consistent Uses: To administer the relocation functions with respect to their approval, as well as advances and claims. Retention and Disposal Standards: Records are kept for a period of seven years following the date of the last transaction, after which they are destroyed. TBS Registration: 000074 Bank Number: BOC PPE 840

Staffing

Description: The bank contains competition posters which describe the positions available, salary ranges and selection profiles. It includes transfer requests; human resources inventory print-outs; candidates' applications; lists of candidates; interview notes and test results; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including by competition and human resources inventory searches. Records in the bank contain a variety of personal information which may include education levels and the employee identification number. Notations of staffing decisions may also appear in the Employee Personnel Record. Class of Individuals: Bank of Canada employees. Purpose: The bank provides a record of the information used in staffing positions. Consistent Uses: To select candidates and staff positions. Retention and Disposal Standards: Staffing applications are kept for a period of two years after the year in which they are received, then destroyed. TBS Registration: 002013 Bank Number: BOC PPE 815

Training and Development

Description: This bank contains personal data including sex of the individual, language preference, course applications and evaluations; employee identification numbers; examination results and certificates; records of fee payments; and correspondence related to employee participation in training and development activities, both sponsored by the Bank and operated by other organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record. Information on an employee's needs for individual development related to performance is mentioned on the Performance Review and Employee

Appraisal Form which is in turn attached to the Employee Personnel Record. *Class of Individuals:* Bank of Canada employees. *Purpose:* The purpose of this bank is to provide documentation for the administration of training and development programs. *Consistent Uses:* To approve the participation of employees in training and development activities, to register the employees and to certify their achievements. *Retention and Disposal Standards:* Records are kept for a period of five years, then destroyed. *TBS Registration:* 002213 *Bank Number:* BOC PPE 825

Training and Development – Development Assignment Programs

Description: This bank contains employee profiles. interview information, details of assignments, assignment proposal forms and agreements, and correspondence related to various development assignment programs. Class of Individuals: Bank of Canada employees who have been selected for possible assignments within their own department as well as in other departments of the Bank as well as those who have expressed their intention of participating in one of the programs. Purpose: This bank was created to maintain an inventory of employees interested in or selected for possible assignments within the Bank, and to administer the programs. Consistent Uses: The information is used to identify interested employees for referral to available assignment opportunities within the Bank. It is also used for statistical, administrative and career planning purposes. Retention and Disposal Standards: Records are retained for 2 years after completion of assignments or 2 years of inactivity (no assignments). Selected information on all candidates is computerized and retained for statistical purposes for ten (10) years. TBS Registration: 003424 Bank Number: BOC PPE 827

Travel

Description: This bank contains advances, claims, receipts, travel arrangements, itineraries and correspondence concerning employee business travel. Class of Individuals: Bank of Canada employees. Purpose: The purpose of this bank is to maintain information regarding the travelling expenses of employees. Consistent Uses: To provide advances and approve claims for business travel expenses. Retention and Disposal Standards: Records are kept for a period of seven years, then destroyed. TBS Registration: 000075 Bank Number: BOC PPE 841

Belledune Port Authority

Chapter 5

Note: The Belledune Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a

consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

British Columbia Treaty Commission

Chapter 6

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Performance Reviews and Employee Appraisals Staffing

Travel and Relocation

Business Development Bank of Canada

Chapter 7

Particular Banks

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct, testimony by witnesses, legal opinions, investigations of possible misconduct, and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. Class of Individuals: BDC employees. Purpose: The purpose of this bank is to maintain information used in disciplinary actions. Consistent Uses: To determine the need for and nature of disciplinary actions, and to support decisions on pay and benefits, attendance and leave, transfer, demotion and termination of employment. Retention and Disposal Standards: Portions of these records are kept for 6 years then destroyed. Other portions may be transferred to the "Employee Personnel Record" and retention periods for that bank apply. TBS Registration: 003923 Bank Number: BDBC PPE 820

Employee Assistance Program

Description: This bank contains information pertaining to a voluntary confidential counselling service offered to employees and their dependents. Employees and their dependents requiring counselling contact the consultant directly. The services of the consultant have been retained by BDC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are

maintained with the consultant and not kept at BDC. This is to ensure confidentiality of the program. Class of Individuals: BDC employees and their dependents. Purpose: The bank allows the consultant to ensure continuity of service to BDC employees and their dependents in order to ensure confidentiality to those requesting these services. Retention and Disposal Standards: The information is kept by the consultant until contract termination. TBS Registration: 003748 Bank Number: BDBC PPE 805

Employee Awards Program

Description: This bank contains information on employees who were nominated for awards under the BDC's former suggestion programs. Data elements include name, employee title, suggestion number, type of suggestion with outline, and whether it was awarded and/or implemented. Class of Individuals: BDC employees who have applied under the program. Purpose: The purpose of this bank was to identify individuals who have made suggestions and to provide a record of the evaluation of the suggestion. Consistent Uses: The computer system was used to control the processing of suggestions and the giving of awards, when appropriate. Retention and Disposal Standards: File is active for a 2 year period. If the suggestion is not acted upon within 2 years, the file is deemed inactive and records are retained for a further 3 years then destroyed. TBS Registration: 003922

Bank Number: BDBC PPE 815

Employment Equity Survey

Description: This bank contains information on selfidentification with regard to sex, race, ethnic origin and disabilities. Class of Individuals: Permanent full-time employees; permanent part-time employees; and temporary employees. Purpose: The purpose of this bank is to implement an employment equity program and to prepare workforce analysis reports which are to be submitted to Human Resources Development. Canada. Data are collected to provide a comprehensive picture of employees by designated-group status (e.g. women, aboriginal people, persons with disabilities and persons belonging to a visible minority). Consistent Uses: The information gathered will be used for institutional purposes in the employment equity program to identify and eliminate systemic discrimination, and to introduce special measures (e.g. training, accommodations) to ensure that persons in designated groups are equitably represented. It may also be used for policy and planning purposes. Retention and Disposal Standards: These records will be retained for a period of at least five years after the year in respect of which a report is made. TBS Registration: 003752 Bank Number: BDBC PPE 801

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and superannuation records are attached to the Employee Personnel Record.) Class of Individuals: Employees of the BDC. Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within the BDC and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. Consistent Uses: To enable audit and reconciliation

of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the relevant legislation. Retention and Disposal Standards: Records are retained by BDC for the duration of employment plus one year. They are then merged with the corresponding Employee Personnel Record file and transferred to the control of National Archives of Canada and follow the same retention and disposal standards as the Employee Personnel Record standard file. Exception to this procedure occurs however in instances where there is a need to settle overpayments, to collect debts owed to the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. TBS Registration: 003751 Bank Number: BDBC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canada Council for the Arts

Chapter 8

Particular Banks

Conflicts of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their

official duties. *Class of Individuals:* Employees of the Council. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:*

These files are kept 2 years after the last administrative action. *TBS Registration:* 003780 *Bank Number:* CAC PPF 805

Employee General Record

Description: This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians certificates associated with sick leave. Class of Individuals: The information relates to current and former employees. Purpose: The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. Consistent Uses: This bank is also used to authenticate decisions on engagement and termination: attendance and leave: pav. allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. Retention and Disposal Standards: These records are destroyed at age 80 provided two years have elapsed since the last administrative action on file. Records are retained for the duration of employment plus one year and then transferred to the control of the National Personnel Records Centre. TBS Registration: 003781 Bank Number: CAC PPE 810

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, and training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. The information is collected on a voluntary basis, and respondents are asked to identify whether they are male or female, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. An employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire. as well as when these identifiers are required to locate employee records. Class of Individuals: Employees of the institution. Purpose: This bank provides documentation for the implementation of the employment equity policy. Data are collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and

with their counterparts in the general labour market. The employee number may be used to link information in this bank that in another bank containing employee information (e.g., the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. Consistent Uses: The council may collect data for statistical purposes. for purposes relating to individuals, or for both, Personal data are released to the Employment Equity Target Group Data Bank (TBS TBS 706) for statistical purposes only. The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. Retention and Disposal Standards: The disposal criteria for this bank are to be established. TBS Registration: 003782 Bank Number: CAC PPE 815

Performance File

Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. It also contains course applications and evaluations; letters of recommendation; notices of disciplinary action and correspondence about employee misconduct; investigations of possible misconduct and analysis reports of these investigations. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to maintain information regarding the level of performance on individual employees within government institutions and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Retention and Disposal Standards: Records are retained for the duration of employment plus one year for all employees and then transferred to the control of the National Personnel Records Centre. Information concerning disciplinary actions are removed after two years, provided that there has been no further disciplinary action. TBS Registration: 003783 Bank Number: CAC PPE 820

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Discipline

Grievances

Parking

Pay and Benefits

Staffing

Training and Development

Travel and Relocation

Canada Customs and Revenue Agency

Chapter 9

Particular Banks

Activity Management and Costing Data Bank Description: Data contained in this bank pertains to weekly activities performed by each employee and includes data (in terms of time and cost) by activity, organization/operating budget, and project/case, plus non-compliance and unreported time/production reports. Class of Individuals: Individuals identified in this bank are all employees of Canada Customs and Revenue Agency, as well as staff members who have been engaged under personal service contracts. Purpose: The purpose of this information bank is to maintain production utilization data, in terms of time and cost, on all continuing departmental employees as well as term/casual employees and staff members who have been engaged under personal service contracts. This bank is used to provide managers and management information systems with information regarding production time and cost of departmental employees and contract staff through a series of reports. An individual report containing one staff member's activities for the current fiscal year to date can be produced on request. Access will not be permitted without adequate proof of identification and/or authority. Retention and Disposal Standards: Records in this bank are maintained for two years. TBS Registration: 003544 Bank Number: CCRA PPE 811

Canada Customs and Revenue Agency Employee Classification Audit Report Files

Description: This bank contains information concerning all completed classification audits. This includes a record of interviews with employees whose positions were audited, findings of the audit, recommendations for corrective action and summary of final audit interview with management. Access will not be permitted without adequate proof of identification and/or the necessary authorization. Class of Individuals: Canada Customs and Revenue Agency employees. Purpose: The purpose of the bank is to provide a record of all classification audits completed. Consistent Uses: It also provides management with required information on positions audited within the last two years. Retention and Disposal Standards: Records in this bank are maintained for a period of two years after completion of an audit. Related to PR#: RC

MSB 918 *TBS Registration:* 002025 *Bank Number:* CCRA PPE 802

Canada Customs and Revenue Agency Leave and Overtime Reporting System

Description: Data contained in this bank pertain to occurrences of leave, overtime, shiftwork and standby, by individual employee by fiscal year. Individuals identified in this bank are all employees of the CCRA Agency with the exception of terms under three months. Class of Individuals: Employees of the Agency. Purpose: The purpose of this information bank is to maintain detailed leave, overtime, and shiftwork data on all continuing departmental employees, as well as term employees over three months, of tax services offices and headquarters. The bank is used to provide line managers with information regarding employees, in respect to overtime worked, and leave balances. It is also used to accumulate data for tape transmission to Public Works and Government Services Canada to meet Treasury Board requirements. An individual report, containing detailed information of leave and overtime activity, is available to individual employees on a scheduled basis. This report is also available on request. Access will not be permitted without adequate proof of identification and/or authority. Retention and Disposal Standards: Current year plus two. TBS Registration: 003543 Bank Number: CCRA PPE 804

Canada Customs and Revenue Agency Operations and Staff Matters Bank

Description: This information bank relates to the investigation of Canada Customs and Revenue Agency employees emanating from allegations of fraud, defalcation, bribe, breaches of trust, misuse of the Agency's electronic networks, or misconduct. Access will not be permitted without adequate proof of identification and/or the necessary authorization. Class of Individuals: Employees of the Canada Customs and Revenue Agency who are, or have been under investigation for fraud, defalcation, bribe breaches of trust, misuse of the Agency's electronic networks or misconduct, and members of the general public interviewed in the course of such investigations. Purpose: The information is compiled to carry out investigations of such employees. Retention and Disposal Standards: Records in this bank are

retained for five years after the case is closed. TBS Registration: 002026 Bank Number: CCRA PPE 803

Employee Profiles

Description: Information in the bank contains personal information on CCRA employees, including name, address, record identifier experience & skills performance appraisals, competency assessment results, training and learning records, career development data. Purpose: To maintain up to date information on current employees for matching with job competency profiles for purpose of staffing, for human resources planning, to assist in future career planning and for purposes of monitoring and managing employee performance. Class of Individuals: Employees of CCRA. Consistent Uses: External and internal third party reviewers; internal audit and evaluation staff; Human Resources officials for analysis and HR planning purposes; representatives of Resourcing and career Management Division, Ottawa. Retention and Disposal Standards: Until an employee retires or for a minimum of two years following the date an employee leaves the CCRA and then sent to Archives. Related to PR#: CCRA PSE 921 TBS Registration: 005105 Bank Number: CCRA PPE 830

Employee Use of Material Card

Description: This bank consists of written agreements and cards maintained to record the issuance of material, particularly equipment to agency employees for use of government premises. Class of Individuals: Employees of the Canada Customs and Revenue Agency. Purpose: To track and maintain the location of material when being utilized off government premises. Retention and Disposal Standards: Files are retained for two years after return of equipment. PAC Number: 78-001 TBS Registration: 001764 Bank Number: CCRA PPE 806

Employment Equity Program

Description: This bank contains information from the self-identification questionnaire called the Work Force Profile that gives the Canada Customs and Revenue Agency (CCRA) a clear, factual count of the employees who make up its workforce. The information is collected on a voluntary basis, and respondents are asked to identify whether they are a person with a disability, an Aboriginal person, a member of a visible minority group, and whether they are male or female. For identification purposes, employees Personal Record Identifier and their first and last name are included in the questionnaire. The information is confidential and protected by the Privacy Act, and stored securely with the Employment Equity Section, and also in the Corporate Administration System (CAS) on a secure server. This information does not appear in the employee personnel file and will not be released without the employee's authorization. In accordance with the Employment Equity Act (EEA), only employees implementing Employment Equity and those responsible

for maintaining and supporting CAS for Employment Equity have access to this information. Class of Individuals: Employees of the CCRA. Purpose: The CCRA is required to collect information and conduct an analysis of its workforce in order to determine the degree of under-representation of designated group members, (i.e. women, Aboriginal peoples, persons with disabilities and members of visible minority groups) in comparison with the labour market availability. This allows the CCRA to assess their progress on employment equity. The aggregated information will also appear in the CCRA's report to Parliament on employment equity. To get a complete picture of the CCRA's workforce and to determine the progress that has been made in employment equity, it is necessary to link information with occupational groups, salary ranges, hirings, promotions and, separations gathered from existing information systems. Consistent Uses: The data is primarily collected for statistical purposes. The information is used for the CCRA's Employment Equity Program, to work toward achieving equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfillment of that goal, to correct the conditions of disadvantage in employment experienced by the four designated groups. Retention and Disposal Standards: Records are retained for a minimum of two years after the employee has left the organization and then sent to Archives. Related to PR#: CCRA PSE 918 TBS Registration: 005107

Bank Number: CCRA PPE 820

Internal Investigations

Description: This bank contains investigative reports and correspondence between officials of the Canada Customs and Revenue Agency with respect to whether an allegation against an employee is founded or not founded. Class of Individuals: Current or former employees of the Canada Customs and Revenue Agency and members of the general public interviewed in the course of such investigations. Purpose: The purpose of this bank is to record all information concerning any alleged or suspected violation of Canada Customs and Revenue Agency legislation, or of other laws, which could adversely affect the interests of the Agency. The bank also contains notes of interviews with members of the general public interviewed in the course of such investigation. This information is used to determine an appropriate course of action, including recovery of moneys owed to the Crown, disciplinary action against individuals or prosecution against individuals and to comply with the Financial Administration Act, the Treasury Board Policy on Losses of Money and Offences and Other Illegal Acts Against the Crown, and the Canada Customs and Revenue Agency Policy on Terms and Conditions of Employment. Consistent Uses: Information contained in this bank may be provided to the Royal Canadian Mounted Police, Enforcement or Investigation Agencies prescribed by other related laws and to

the Department of Justice. *Retention and Disposal Standards:* Files are maintained for five years after the case is closed. *TBS Registration:* 000004 *Bank Number:* CCRA PPE 813

Managerial and Confidential Exclusions

Description: Information in this bank includes the criteria on which the position is excluded, position number and title, organizational location, bargaining unit identification, effective date of the exclusion status of the position, the employee name, employee group and level, the effective date of the termination of union dues checkoff. The information with respect to the termination of union dues checkoff is attached to the employee personnel record. Class of Individuals: Employees of the CCRA occupying or have occupied a managerial or confidential excluded position. Purpose: The purpose of this bank is to maintain a complete listing of all managerial or confidential excluded positions in the Department, It is the only official record of such positions. Retention and Disposal Standards: Information is retained until the position is de-excluded. PAC Number: 86-001 TBS Registration: 000003 Bank Number: CCRA PPE 812

Mediation Files Bank

Description: This bank contains information on mediations conducted between employees of the CCRA. All mediators, internal or external, complete a Mediator's Report immediately following a case, and forward the information in a private and confidential manner to the Office of Dispute Management. The information is filed under lock and key and in a sealed envelope and may contain the following documents: the Agreement to Mediate, mediator notes and the Mediation Resolution Agreement. Class of individuals: Employees of the CCRA who participated in a Mediation Session. Purpose: The purpose of this bank is to ensure consistency in the filing of Mediation documents. Consistent Uses: The Mediator Reports will be used by the ODM for statistical and quality assurance purposes. Records of mediation would be viewed by the ODM in the following circumstances: need to contact the parties regarding case-related or unrelated follow-up activities, and monitoring of the nature of resolution agreements. Retention and Disposal Standards: Records of mediation are retained for two years after the mediation completion date, and then destroyed. Related to PR#: CCRA PSE 926 TBS Registration: 005106 Bank Number: CCRA PPE 825

Public Key Infrastructure (PKI) Internal Identification Description: As per the CCRA Certificate Authority Internal Certificate Policy (CCRA CA CP – Internal), the identify of individuals employed by the CCRA must be verified prior to issuance of PKI certificates enabling secure online transactions. The information may be collected in paper or electronic format and may include protected information such as employee name, PRI or

date of birth. Information collected for identification and authentication purposes includes the employee's PRI which is hashed and included in the X.500 directory in order to uniquely identify the employee. Class of Individuals: Employees, contractors, organisational roles, and applications within CCRA. Purpose: PKI certificates will be used to enable telecommuting capabilities and secure email for all CCRA employees. Consistent Uses: The information gathered prior to the issuance of PKI certificates is for identification and authentication purposes only. Retention and Disposal Standards: All records containing sensitive plaintext information are stored in accordance with the Government Security Policy (GSP), CCRA correspondence (Subscribers' Agreements and any identification and authentication information) and reports are archived for a minimum of six (6) years All records are considered Protected B and destroyed as per quidelines. TBS Registration: 004487 Bank Number: CCRA PPE 818

Recognition Program

Description: The bank includes information about CCRA's Recognition Program. A new approach for recognition was approved on October 15, 1998. This new program is a result of a proposal recommending the redesign of the two programs in Canada Customs and Revenue Agency (Recognition and Rewards in Customs and Excise and Innovation and Excellence in Taxation). The information may include the name of the employee; a synopsis of the achievements; the employee group, level and work location; and award. Class of Individuals: Agency employees who have been nominated for a local regional or branch award, a CCRA Award of Excellence, a Minister's Award or an External Award. Purpose: To assist in the administration of Recognition Program. Consistent Uses: Some local offices use the bank for local record keeping. Some records are maintained on file nationally. Retention and Disposal Standards: Local files should be kept for a period of 5 years then closed and destroyed; any file of a precedent setting nature must be transferred to Information Management Section; financial records should be kept for 5 years then destroyed. Note: This bank was formerly entitled Innovation and Excellence. TBS Registration: 003212 Bank Number: CCRA PPE 810

Students' records of the Customs Inspector Recruit Training Program (C.I.R.T.P.)

Description: The data bank includes biographical information prepared by the student, exams completed by the students and the results. The file may occasionally include manuscript notes pertaining to performance or behavior of the student while at the College. Course titles and dates of the particular training are to be quoted for access to information. Class of Individuals: Employees of Customs and Excise who are current or former students on the Customs and Excise Inspector Recruit Training Program. Purpose: The purpose of this

bank is to maintain up-to-date the evolution of the student on this pass\fail training program. Also, this bank is to maintain records for reference purposes to evaluate performance and to assist in career planning and future work assignments. *Retention and Disposal Standards:* Records are retained for two (2) years after completion of the particular training. *PAC Number:* 86-001 *TBS Registration:* 000002 *Bank Number:* CCRA PPE 801

Supervisory In-Basket Exercise Results System Description: Information in the bank includes Supervisory In-Basket Exercise results, date of test, last name, first name and initials, social insurance number or personal record identifier, sex, date of birth, home address, work and home telephone numbers, number of years of service, education, membership in designated employment equity groups and group and level of the candidates. Class of Individuals: Records in this bank apply to only those individuals who have written the Supervisory In-Basket Exercise for a staffing competition. Access will not be permitted without adequate proof of identification and/or authority. Purpose: This information bank was established to provide the Research and Development Section of the Human Resources Branch with a method of controlling the retest period, applying test results from one competition to another, analyzing test results and allowing for collection of follow-up data for research purposes. Retention and Disposal Standards: Records are retained indefinitely since test results may be valid indefinitely. Test results may have to be disclosed for appeal purposes. TBS Registration: 003211 Bank Number: CCRA PPE 807

Word Processing Equipment Training Reports Description: This bank relates to the training of departmental employees on word processing software and contains comments by the trainer, and a copy of the letter to the trainee's supervisor regarding the results of the training. Access will not be permitted without adequate proof of identification and/or the necessary authorization. Class of Individuals: Employees of Canada Customs and Revenue Agency.

Purpose: This bank is used to provide a history of employees' training on word processing software. **Retention and Disposal Standards:** Records in the bank are retained for five years. **TBS Registration:** 002027 **Bank Number:** CCRA PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canada Deposit Insurance Corporation

Chapter 10

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their

official duties. *Class of Individuals:* Employees of the Corporation. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations, to record potential conflicts of interest and to register solutions to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:*

These files are kept 2 years after the last administrative action. *TBS Registration:* 002296 *Bank Number:* CDI PPE 805

Employee Access to Premises

Description: Access cards are issued to CDIC employees and contract workers to permit them access to the premises. This bank is a data base which contains the date and the time that holders of the access cards enter and exit locked doors on CDIC premises. Class of Individuals: Employees of the Canada Deposit Insurance Corporation and other individuals who are given access rights to CDIC premises. Purpose: While it is a function of the electronic door security system to record this information, the information is not used to monitor staff movement and is considered to be of little value. Retention and Disposal Standards: In the Ottawa office, where the security system is controlled by CDIC, this information is deleted from the data base every six months. In the Toronto office, where the security system is controlled by the landlord, the data is deleted after five years. TBS Registration: 003708 Bank Number: CDI PPE 806

Employee Personnel Record

Description: This bank contains personal characteristics including age, sex, social insurance number, marital status, home address and telephone number, and correspondence related to engagement and termination, performance reviews and employee appraisals, pay and allowances, deductions and benefits, superannuation, attendance and leave and physicians' certificates associated with sick leave. Class of Individuals: The information relates to current and former employees. Purpose: The purpose of this bank is to provide documentation and authorization of engagement, termination and superannuation; attendance and leave; disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in the administration of pay and benefits. Consistent Uses: This bank is also used to authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to enable audit and reconciliation of payroll accounts. Retention and Disposal Standards: These records are destroyed at age 80 provided two years have elapsed since the last administrative action on file. Records are retained for the duration of employment plus one year and then transferred to the control of the National Personnel Records Centre. TBS Registration: 003652 Bank Number: CDI PPE 801

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; lists of candidates; rating board assessments including evaluation notes from staffing boards: examination papers and test results: offers of employment; notices to candidates and correspondence concerning staffing by various processes including human resources inventory searches. Records in the bank contain a variety of personal information such as age, sex, education levels and social insurance numbers. Class of Individuals: Employee applicants. Purpose: The purpose of this bank is to select candidates and fill staff positions. Retention and Disposal Standards: These files are kept two years after the last administrative action. TBS Registration: 002293 Bank Number: CDI PPE 802

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities both sponsored by the government and operated by non-government organizations which may require the use of the social insurance number. It should be noted that participation and achievement records and information on an employee's needs for individual development related to performance is contained in the Employee Personnel File. Class of Individuals: Current and former employees. Purpose: The purpose of this bank is to approve and register the participation of employees in training and development activities and to certify the achievements of employees. Consistent Uses: To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. Retention and Disposal Standards: These files are kept for 2 years after the last administrative action. TBS Registration: 002295 Bank Number: CDI PPE 804

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries; and correspondence concerning travel, relocation or postings of employees. Class of Individuals: Employees of the Corporation. Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. Consistent Uses: To administer the travel and relocation functions with respect to their approval; and to post authorizations, advances and claims. Retention and Disposal Standards: These files are kept for 8 fiscal years. TBS Registration: 002294 Bank Number: CDI PPE 803

Canada Economic Development for Quebec Regions

Chapter 11

Particular Banks

Assignment Program

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence. Class of Individuals: Federal government and CED's employees who have requested a department assignment. Purpose: The information will be used to maintain an inventory of employees interested in an assignment or vacancy and to register the agreements. Retention and Disposal Standards: Records are retained for a period of two years after completion of an assignment. TBS Registration: 003888 Bank Number: CED PPE 815

Interdepartmental Secondment

Description: This bank contains information on employees on secondment assignment from other departments such as names, curriculum vitae, secondment agreements, approval of agreements. Class of Individuals: Employees on secondments with CED and other Departments. Purpose: To monitor and to ensure that all facts on the agreement are respected. Retention and Disposal Standards: This information is kept for three years after completion on secondment agreement. TBS Registration: 003223 Bank Number: CED PPE 805

Request for Transfer File

Description: The bank contains transfer requests from individuals from within CED and outside departments. Records may contain personal résumés which may

include age, sex, education levels and social insurance number. Performance appraisals may also be included. *Class of Individuals:* Employees of CED and outside departments. *Purpose:* To provide a record of information used in staffing positions in a government institution. *Retention and Disposal Standards:* Records are kept for a period of two years after which they are destroyed. *TBS Registration:* 003224 *Bank Number:* CED PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personal Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Canada Industrial Relations Board

Chapter 12

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Harrassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances
Staffing

Training and Development
Travel and Relocation

Canada Lands Company Limited

Chapter 13

Note: Canada Lands Company Limited has no employees. Its President & CEO is a Governor-in-Council appointee.

All employees are employed by Canada Lands Company CLC Limited, a wholly-owned subsidiary of Canada Lands Company Limited.

Canada Mortgage and Housing Corporation

Chapter 14

Particular Banks

CMHC Pension Plan

Description: The bank contains proofs of prior service; pension election forms; pension observations and correspondence concerning pensions. Records are accessible by providing employee number and full name. Class of Individuals: CMHC employees and pensioners. Purpose: The purpose of this file is to determine the CMHC pension benefits for its contributing employees. This information may be used for statistical research purposes and for planning, implementing and evaluating CMHC policies, relating to pensions and CMHC benefits. Consistent Uses: Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number is provided to the Federal Office of the Superintendent of Financial Institutions Canada and to the Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return. Information is also provided from time to time to federal departments or agencies in cases of employee transfers or to employers with whom CMHC has reciprocal transfer agreements. Retention and Disposal Standards: Records are retained for seven years after the member and dependents are deceased, and the records are then forwarded to a commercial off-site storage facility. TBS Registration: 003134 Bank Number: CMH PPE 845

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** CMHC employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government

institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Seven years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, at which time the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 000097 *Bank Number:* CMH PPE 808

Electronic Network Monitoring Logs

Description: This bank contains information about electronic use which is compiled when there is suspected misuse of the CMHC electronic networks, as defined by CMHC policies on the use of electronic netwroks and Internet usage Guidelines for CMHC employees. Examples of information that may be in the bank include network logs that may link an employee's workstation to an IP address, listings of sites visited and information on any transactions conducted including date, time, duration and nature of the visit or transaction. It may also include information on the use of authorization codes assigned to particular individuals, including successful or unsuccessful use of the codes, date, time and frequency. Class of Individuals: Employees of CMHC. Purpose: The information contained in the bank is compiled to support the investigation of suspected or alleged misuse of CMHC electronic networks. Consistent Uses: The information may be used to substantiate any disciplinary action taken where violation of CMHC policies on the use of electronic networks and internet usage Guidelines for CMHC employees is determined. Retention and Disposal Standards: Records are retained for three years following the last use of the information. TBS Registration: 005072 Bank Number: CMH PPE 847

Employee Assistance Program

Description: This bank contains information pertaining to a voluntary confidential counselling service offered

to CMHC employees, retirees and their spouses and dependents. Employees, their dependents and retirees requiring counselling contact the consultant directly. The services of the consultant have been retained by CMHC for the purpose of providing an Employee Assistance Program to the above mentioned group. Records relating to counselling sessions are maintained with the consultant and not kept at CMHC. This is to ensure confidentiality of the program. Class of Individuals: CMHC employees, retirees and their spouses and dependents. Purpose: The bank allows the consultant to ensure continuity of service. Consistent Uses: The consultant undertakes a systematic evaluation of the EAP and provides statistical reports to CMHC in a format that ensures the confidentiality of the individuals who have used the service. Retention and Disposal Standards: The information is kept by the consultant until contract termination. Upon termination, and in order to protect the confidentiality of the process, a mutually agreed upon third party reviews the information and makes recommendations as to its disposal. Prior to transferring files to a new service provider, written consent from the client is required. TBS Registration: 003135 *Bank Number:* CMH PPE 850

Employee Medical Files (1977 to 31/12/97)

Description: This bank maintains the medical record of employees and general medical information about family members. Class of Individuals: CMHC employees and family members. Purpose: This bank contains records of all Health Centre consultations including emergency treatments, return to work visits, counselling and referral examinations. Consistent Uses: To provide employees access to their medical records through the Access to Information and Privacy Office. Retention and Disposal Standards: Since 1977, the records are retained until the individual reaches the age of 70 or two years after the death of the individual provided two years have elapsed since the last administrative action concerning the information. TBS Registration: 001937 Bank Number: CMH PPE 802

Employee Personal Record

Description: This bank contains a record of an individual's employment with CMHC. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages. The Employee Personnel Record relating to an employee is under the control of CMHC and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education; including transcripts, certificates and diplomas; previous employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and

demotions; periods of employment, including probationary periods, layoffs and tenure; employee performance and appraisals; classification, including position numbers, groups, levels, titles and salaries; insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining designation status and bargaining agent identification; professional achievements. including publications, patents and awards; termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; and level of security clearance. Class of Individuals: CMHC employees. Purpose: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; and level of security clearance, as well as to verify employment references. Information is also provided to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes. Consistent Uses: To provide documentation and authorization of appointments, transfers, promotions, demotions, pension fund and termination of employment. Information is also provided from time to time to federal departments or agencies in cases of employee transfers and with employers with whom CMHC has reciprocal transfer agreements (pension). Retention and Disposal Standards: Retained by CMHC for the duration of employment plus one year, and then transferred to a commercial off-site storage facility. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Employee Performance Evaluations are retained for five years PAC Number: 85-001 TBS Registration: 002991 Bank Number: CMH PPE 815

Diversity Management and Employment Equity Program

Description: This bank contains information on designated group members. Respondents are asked to identify, by means of a questionnaire, whether they are a member of the Aboriginal peoples, a person with disability, or a member of a visible minority group. Class of Individuals: Employees of the Corporation. Purpose: This bank provides documentation To assist the integration of diversity and quality principles within CMHC's business processes, while implementing the Employment Equity Act. Data are collected to: measure the Corporation's progress in attracting and retaining a diverse workforce that is representative of the Canadian labour force (specifically women, Aboroginal peoples, visible minorities and people with disabilities), capture relevant information on the needs of CMHC employees to ensure the continuous development, revision and

implementation of equitable policies, practices and systems to benefit all employees. This includes information that will be used to compare the situation of designated group members with non-designated group members within CMHC; provide a process to identify the accommodation needs of employees, and identify the cultural competencies, such as language capabilities, residing within the Corporation to meet the needs of its diverse national and international clients. The employee number may be used to link information in this bank with that in another bank containing employee information (e.g., the Human Resources Management System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. Consistent Uses: The information gathered will be used for institutional purposes in the Corporation's Diversity Management and Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure designated group participation and equitable representation. It is used to prepare CMHC's Annual Reports to Human Resources Development Canada and the CMHC internal Diversity and Employment Equity and other monitoring report. It may also be used for policy and planning purposes related to human resources. Retention and Disposal Standards: Records are destroyed two years after the employee leaves the Corporation. PAC Number: 85-001 TBS Registration: 002198 Bank Number: CMH PPE 809

Grievances

Description: This bank contains presentations by unionized employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances. Class of Individuals: Unionized CMHC employees. Purpose: The purpose of this bank is to record information used in all levels of the grievance process. Consistent Uses: The purpose of this bank is to record information used in the grievance process. Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process. Retention and Disposal Standards: Five years following date of resolution, the records are destroyed. PAC Number: 85-001 TBS Registration: 002992 Bank Number: CMH PPE 820

Harassment (including discrimination and sexual harassment)

Description: This bank contains letters of complaint regarding incidents of harassment; records of interviews both with complainants and alleged harassers; records of interviews with witnesses; summations of investigations and analyses of events, as well as records of decisions taken regarding particular incidents. Such information must be retained as a

separate file and not placed on the manpower files of parties involved. The results of an investigation which result in the application of disciplinary action will be transferred to the Discipline Bank. Class of Individuals: CMHC employees. Purpose: The purpose of this bank is to record information necessary for dealing with harassment complaints in the workplace and to make decisions in specific instances, more specifically on whether or not harassment is occurring, and when this is the case, to determine the appropriate action to take. Consistent Uses: To support decisions on transfer and discipline of employees. Retention and Disposal Standards: Records are destroyed five years after the most recent administrative activity in relation to an individual case. PAC Number: 85-001 TBS Registration: 002994 Bank Number: CMH PPE 830

Identification and Building-Pass Cards

Description: This bank could contain photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. Class of Individuals: Employees of the Corporation and contractors/consultants. Purpose: The purpose of this bank is to maintain information relating to the issuance of identification and building-pass cards. Consistent Uses: To issue identification and building-pass cards. Retention and Disposal Standards: Records are destroyed three years after an individual has left the Corporation. PAC Number: 85-001 TBS Registration: 002199 Bank Number: CMH PPE 810

Internal Appeals and Employee Complaint Files **Description:** This bank records and provides information on internal appeals and employee complaints to outside agencies such as the Canadian Human Rights Commission, Human Resources Development Canada - Labour Program and the Commissioner of Official Languages. Class of Individuals: Employees who have used the internal appeal system or an external complaint process. Purpose: The purpose of this bank is to provide information gathered in the course of an internal appeal hearing, the investigation of an external complaint and to maintain a precedent file. Retention and Disposal Standards: Records are retained for three years from the date of the decision. TBS Registration: 001938 Bank Number: CMH PPE 804

Investigation Files

Description: This bank records reports of complaints and irregularities in relation to criminal or security matters. It contains records of investigations, interview notes, reports and any subsequent redress action. Class of Individuals: Employees and the general public. Purpose: The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Corporation or by an employee. Consistent Uses: In the case of a criminal investigation, records are made available

to the RCMP or other recognized Police Force. Retention and Disposal Standards: Records are retained for three years after the last administrative activity in relation to an individual case. TBS Registration: 001939 Bank Number: CMH PPE 806

Official Languages

Description: This bank might contain course enrolment and attendance information; language training applications containing first official language; language knowledge examination levels; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records may be attached to the Employee Personnel Record. Class of Individuals: CMHC employees. Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of CMHC, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. Consistent Uses: To support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Retention and Disposal Standards: For language test results, the retention period should be increased from 2 to 5 years, with a one-year dormant period; for language designation of positions, a 3-year retention and a 5-year dormant period; and for language training attendance records, a 3-year retention period, after which they can be destroyed. PAC Number: 85-001 TBS Registration: 002993 Bank Number: CMH PPE 825

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment, attachment, and diversion of funds. (N.B. Earning and CMHC Pension Plan records are also attached to the Employee Personnel Record). Class of Individuals: Employees and pensioners of CMHC. Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable,

to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment and Pension Diversion Act. *Retention and Disposal Standards:* Records are sent to an off-site commercial storage facility two years after expiry of fiscal year where they are kept for four years, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. *TBS Registration:* 003133 *Bank Number:* CMH PPE 840

Staffing-Competition Files

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; candidates' applications; lists of candidates; rating board assessments, including evaluation notes fromselection committee; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education level, social insurance number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). Class of Individuals: Internal and external applicants. **Purpose:** The bank provides a record of the information used in staffing positions. It is also a source of data for employment equity programs and services. Consistent Uses: To select candidates and staff positions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. On request, information may be provided to a participant in a selection action. Access procedures: Competition number, where applicable, should be quoted. Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. PAC Number: 85-001 TBS Registration: 002995 Bank Number: CMH PPE 835

Insured/Non-insured Claims

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned and leased vehicles, used on official business on reported accidents, as well as liability, employee fraud, property damage and mortgage

impairment claims. Class of Individuals: CMHC Employees and the general public. Purpose: The purpose of this bank is to maintain information regarding accidents and claims involving CMHC employees and the general public. Consistent Uses: To determine liability for such accidents and claims, to approve damage settlements and provide statistics to meet insurance company's reporting requirements. Retention and Disposal Standards: The records are retained active for five years and dormant indefinitely. TBS Registration: 003295 Bank Number: CMH PPE 855

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Discipline

Parking

Reliability Checks

Security Clearances

Training and Development

Travel and Relocation

Canada-Newfoundland Offshore Petroleum Board

Chapter 15

Particular Banks

Employee Personnel Records

Description: This bank is under the control of the Human Resources Section. It provides a summary record of an individual's employment with the Canada- Newfoundland Offshore Petroleum Board. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curricula vitae, development and training courses, medical and dental insurance claim information, pension information and other personnel and organizational documents. The bank contains records of all individuals in the Canada-Newfoundland Offshore Petroleum Board's

employment. Records of former employees are transferred to a dormant file following termination of employment. Employees and former employees may gain access to their records by contacting the Human Resources Section. *Class of Individuals:* Employees of the Board. *Purpose:* To provide a summary record of the individual's employment with the Canada-Newfoundland Offshore Petroleum Board. *Retention and Disposal Standards:* Following termination, records of former employees are transferred to a dormant file. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action. *TBS Registration:* 002309 *Bank Number:* CNP PPE 801

Canada-Nova Scotia Offshore Petroleum Board

Chapter 16

Particular Banks

Employee Personnel Records

Description: This bank contains information on employees and former employees of the Board relating to their employment with the Board. Information may be included on an employee's age, sex, citizenship, home address, phone number, education, employment history, references, performance assessments, appointments, transfers, promotions and demotions, periods of employment, attendance, leave and overtime records, training and development courses taken, salary, superannuation, insurance (including names of beneficiaries), disciplinary actions, and similar information related to employment. The bank contains records of all Board employees. Records of former employees are transferred to a dormant file following

termination of employment. Employees and former employees may gain access to their records by contacting the Manager, Administration and Industrial Benefits. Class of Individuals: Employees and former employees of the Board. Purpose: To provide a record of information on employees and former employees relating to their employment with the Board. Consistent Uses: Information may be used for purposes of employment references or group insurance. Retention and Disposal Standards: The records of former employees are transferred to a dormant file following their termination of employment with the Board. The information in an individual's file is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided at least two years have elapsed since the last administrative action. TBS Registration: 003314 Bank Number: NS PPE 805

Canada Post Corporation

Chapter 17

Particular Banks

Access Control Systems

Description: This bank contains identification card applications, temporary pass applications. photographs, visitor registers and occasional incident reports as well as related correspondence. Limited information exists in automated form. The Card Access/Alarm System may also produce reports for incident investigation purposes and statistical analysis. Individuals seeking access to this bank should specify employment location and dates. Class of Individuals: Canada Post employees who have authorized access to Corporation facilities. Purpose: The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post. Consistent Uses: The records in it are used to issue and cancel identification cards or building passes, and to maintain building security. Retention and Disposal Standards: The records are retained for two years after expiry of the cards and are then destroyed. Visitor logs are retained one year. TBS Registration: 001364 Bank Number: CPC PPE 823

Accounts Payable

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, deposit instructions, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions also exist in automated form in the Accounts Payable System. (Note that payment and related records pertaining to permanent transfers and relocations are stored in Relocation, CPC PPE 816.) Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location. type and dates. Class of Individuals: Canada Post employees claiming travel and hospitality expenses, education course fees, isolation allowances and membership fees, or receiving rewards, ex gratia and other sundry payments. Purpose: To support the payment of financial benefits to employees. Consistent Uses: The records are used to substantiate and issue checques for the above-noted expenses, fees, claims and other payments; and for planning, budgeting and audit purposes. Retention and Disposal Standards: Records are retained for six fiscal years following the fiscal year during wich the expenses were incurred. PAC Number: 88-007 TBS Registration: 001337 Bank Number: CPC PPE 820

Conflict of Interest

Description: This bank contains records on conflict of interest and, on occasion, confidential financial and outside activity reports, reports on investigations into potential or actual conflict incidents and related correspondence. Individuals seeking access to this bank should specify name, position, title and employment location and dates. Class of Individuals: Existing and recently terminated Canada Post employees who are involved in potential or actual conflicts of interest. Purpose: The purpose of this bank is to support the implementation of the conflict of interest policy. Consistent Uses: The records are used to help determine whether a conflict of interest exists and. if so, to support decisions on transfer, discipline or termination of employment. Retention and Disposal Standards: Records are retained two years after the year of the conflict or after the potential conflict ceases to exist, or after the year of separation, then destroyed. PAC Number: 86-001 TBS Registration: 002156 Bank Number: CPC PPF 814

Corporate Correspondence Service

Description: This bank contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post Corporation, and regional Customer Service offices, background material compiled in the preparation of responses, and the responses. Certain information, such as the incoming letter, draft and final replies and an index, exists in automated form in the Corporate Correspondence System. Individuals seeking access to this bank should specify the name and postal code pertinent to the previous enquiry. (Note that stamp suggestions may also be stored in Stamp Subjects and Designer References, CPC PPU 025.) Class of Individuals: Current or recently terminated employees who addressed letters to the Minister, Members of Parliament, other elected officials or to the Chairman. President or other executives of Canada Post. The records may contain personal information on other employees, where they are the subject of the enquiry. **Purpose:** The purpose of this bank is to support the preparation of responses to Ministerial, Chairman and Presidential, and general corporate enquiries pertaining to the operations and administration of Canada Post Corporation. Consistent Uses: The records are used to support the correspondence system, to monitor the preparation of responses; for reference purposes when subsequent or similar enquiries are received; for subsequent mailings, when new developments warrant a follow-up letter to correspondents who have expressed an interest in particular subjects; and, to identify trends or patterns. Retention and Disposal Standards: Draft replies stored in automated form are

deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files. *PAC Number:* 88-007 *TBS Registration:* 002077 *Bank Number:* CPC PPE 826

Employee Assistance

Description: This bank contains a very limited amount of information as, due to the confidential nature of the program, cases are handled through Family Services Employee Asistance Program. Family services may retain case management records in both hard copy and automated form. Individuals seeking access to records that may exist on them are encouraged to deal directly with Family Services by phoning 1-800-668-9920. Class of Individuals: A case is initiated when an employee calls the 1-800 in-take line. Purpose: Employee Assistance is a voluntary program for Canada Post employees experiencing personal or work-related problems that may be resolved through professional care. Consistent Uses: Where information exists, it is used to support meaningful assistance and follow-up to employees, such as counselling; to assist in the development of preventative education and training programs, based on the incidence of certain problems; and for program evaluation purposes. Note that referral agents do not diagnose cases and that no personal information is disclosed by referral agents to third parties without the expressed consent of the individual to whom it relates. Retention and Disposal Standards: Case management records are retained for a minimum two-year period. A seven year retention schedule is under development. TBS Registration: 001354 Bank Number: CPC PPE 811

Employee Health Record

Description: This bank contains all recorded case information generated, acquired, or used in the provision of Occupational Health and Rehabilitation Services to Canada Post employees, including first aid treatment if given by the Occupational Health Nurse; certification documents containing confidential medical information; occupational fitness assessments; medical reports; consent for release of information; correspondence with physicians; employee health progress notes; correspondence related to acquisition of medical information; functional abilities assessments; work hardening plans; vocational rehabilitation consultants' reports; physical demands analyses; special medical reports concerning exposure to occupational hazards; records and correspondence regarding referrals and results. Certain nonoccupational medical information may also exist on file, for example, fitness and lifestyle evaluations, or information on non work-related medical conditions. Certain information may exist in automated form. There may be case review committee records stored

separately. Class of Individuals: Canada Post employees who have had: injuries and accidents on duty: long-term certified sickness absence; used the Occupational Health Service; or, whose physician(s) has sent information to the Service. Purpose: To support Occupational Health and Rehabilitation programs. Consistent Uses: The records are used for case management purposes; to assist employees in dealing with Occupational Health and Rehabilitation concerns in order to encourage early recovery from given conditions via meaningful intervention, health education and counselling: to support benefit entitlements related to work-related injuries and illnesses (physician's certificates with no confidential medical information may be attached to the Empoyee Personal File; to assist employees who are subject to certain occupational risks or with identified illnesses or disabilities to be able to continue to work and to provide health promotion programs which emphasize healthy lifestyle activities. The records also facilitate the study and correction of workplace conditions that contribute to illness and injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. Retention and Disposal Standards: Records are retained for a period of 100 years after termination from CPC. TBS Registration: 003158 Bank Number: CPC PPE 840

Employee Involvement Program

Description: This bank contains such records as job titles, reports on cost-saving measures, evaluation reports and recognition granted (including cash awards). Limited personal information also exists in computerized form in the Employee Involvement Program (E.I.P.) system. Data elements include name, employee classification, suggestion number and subject. Individuals seeking access to this bank should specify the suggestion number, date and location. Class of Individuals: Canada Post employees who have submitted suggestions. (Note that safe driving awards are stored in Fleet Management, CPC PPE 825, and that payment records regarding awards may be stored in Accounts Payable, CPC PPE 820). Purpose: The purpose of this bank is to support the Employee Involvement Program. Consistent Uses: The records are used to promote, help identify and recognize valuable suggestions made by Canada Post employees. (Notices regarding awards may be permanently attached to the Employee Personal File and/or to the Human Resource Information System, CPC PPE 804). The computer system is used to control the processing of suggestions and the giving of awards, when appropriate. Limited personal information about award winners may be disclosed via the Corporation's publications. Retention and Disposal Standards: Records are retained for seven years after the fiscal year of last administrative use and then destroyed. PAC Number: 91-020 TBS Registration: 001351 Bank

Number: CPC PPE 807

Employee Personal File (Benefits component) Description: This bank is also known as "Employee Personnel Information." It contains such records as letters of authorization (for example, performance pay, bilingual bonus, acting pay, staffing forms, group surgical-medical and insurance plan applications), TD1 and other tax deduction information, health insurance, Canada Pension Plan, savings plan and deposit instructions, and records related to allowances, incentives, prerequisites and termination. Other supporting documentation includes copies of birth certificates, marriage/separation/divorce papers. next of kin in case of emergency, powers of attorney and estate records such as the names of beneficiaries. Certain information exists in automated form, in the Human Resources Management Benefits Administration (HRMBA) system. (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, prerequisites and termination are also stored in the payroll component of the Employee Personal File. This bank also contains insurance information if required. Class of Individuals: All existing and recently terminated Canada Post Corporation employees. Purpose: The purpose of this bank is to support the payment of salaries and benefit entitlements to employees. Consistent Uses: The records are used to provide information necessary for all salary and benefits administration and payroll functions for Canada Post Corporation - for example, to make deposits for employees. Information is shared with the Canada Post pension plan (re: pension administration), with group medical insurers. The records are also used to assist in the processing of disability and workers' compensation claims (CPC PPE 845). Retention and Disposal Standards: Two years after year of separation, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use). PAC Number: 88-007 TBS Registration: 001346 Bank Number: CPC PPE 802

Employee Personal File (Career component) Description: This bank is also known as "Employee" Human Resource Management." It contains performance appraisals (for management, exempt and certain other employees), staffing transactions, letters of offer, probation progress reviews, career resumes and references, diplomas, training certificates, testing results, official languages knowledge examination papers, letters of discipline, letters of appreciation, documented time and attendance problems, employee profiles, human resources inventory forms, career development forms and other information such as employee number, job title, location, position number and official language status. Class of Individuals: Most current or recently terminated Canada Post Corporation employees. (Career files do not yet exist in some regions and among some bargaining units.) Purpose: To support the development of an employee's career.

Consistent Uses: The records are used: in support of such personnel functions as organizational design, staffing, human resource planning and development, performance evaluations, training, labour relations, promotions, transfers, demotions and terminations; to conduct disciplinary or problem attendance interviews: and, to facilitate the supervision of employees (supervisors contribute and do have access to data on those employees reporting to them, as well as on those being considered for a position within their work unit). Retention and Disposal Standards: Records are retained for 10 years after termination of employment from Canada Post and then destroyed. Performance appraisals are retained for 10 years after year of completion, subject to related provisions of collective agreements. TBS Registration: 003546 Bank Number: CPC PPE 808

Employee Personal File (Payroll component)

Description: This bank contains such records as letters of authorization, T4 and other tax deduction information, union dues, Canada Pension Plan deductions, rebates and savings plan, and, if applicable, records related to allowances, incentives, perquisites, overpayments, termination and leave forms related to WCB claims. Certain information exists in automated form, in Ceridian computer systems and in the following Canada Post systems: the National Overpayment System and Pay System. (Note that copies of authorization, registration forms, TD1 information and records relating to allowances, incentives, perquisites and termination are also stored in the Employee Personal File (Benefits component, CPC PPE 802). This bank also contains the Social Insurance Number, which is obtained for the purpose of reporting to such statutory agencies as Canada Customs and Revenue Agency and Human Resources Development Canada. Employees seeking access to this bank should specify employment location and dates of interest, as well as whether specific payroll records are required and whether pay information is required. Class of Individuals: All existing and recently terminated Canada Post Corporation employees. Purpose: The purpose of this bank is to support the payment of salaries and financial benefits to employees. Consistent Uses: The records are used to provide information necessary for all salary and payroll functions for Canada Post Corporation - for example, to calculate pay, to issue cheques for employees and to respond to employees' pay enquiries; to enable the audit and reconciliation of payroll accounts (such as to settle overpayments; and provide other payroll data to management for pay/benefits costing and productivity analyses, for collective bargaining purposes, for budgeting, etc. Information is shared with the Canada Post pension plan (re: pension administration), with Canada Customs and Revenue Agency (Taxation) (re: income and deductions), with provincial workers' compensation boards and with provincial health insurance agencies. Information is also disclosed to Human Resources Development Canada, notably with

regard to terminated employees, in accordance with the Employment Insurance Act and Regulations. The records are also used to assist in the processing of disability and workers' compensation claims (CPC PPE 845) and pay related employee complaints and grievances (CPC PPE 813). Retention and Disposal Standards: Two years after year of separation, these records are transferred to National Archives of Canada and destroyed when the employee reaches age eighty (provided two years have elapsed since last administrative use). Year-end Canadian Postmasters and Assistants Association data files are retained for two years. Data in the National Overpayment System are retained for six years after last administrative use. PAC Number: 88-007 TBS Registration: 002010 Bank Number: CPC PPE 815

Employee Reintegration Project

Description: This bank contains such records as field summary reports (providing permanent restrictions/ limitations), fitness assessments, functional ability assessments, progressive work plans and optimized work plans, memoranda of agreements on accommodated employees, job task guidelines, check off sheets (outlining essential tasks within each section), initial employee summary sheets (containing tombstone data and initial duties being performed, WSIB documents concerning permanent restrictions deemed by the Board, notices and summaries of employee optimization meetings and chronology notations. Class of Individuals: All current or recently terminated Canada Post employees in the South Central Letter Processing Plant who are permanently, partially disabled. Similar projects and records may exist in other large plants or depots, e.g., in Ottawa, Edmonton and Montreal. Purpose: To support the placement of permanently, partially disabled employees in the South Central Letter Processing Plant and to ensure that employees are performing duties/tasks within their identified permanent restrictions/ limitations. Consistent Uses: The records are used: for case management purposes to place PPD employees in useful work consistent with their work restrictions. The information is assessed by Health Services and the project coordinators, often shared with the employees concerned and their union representatives and used by current or prospective supervisors, to ensure proper work assignments. The records also facilitate the study and correction of workplace conditions that may contribute to illness and injury. Retention and Disposal Standards: Under development. TBS Registration: 005245 Bank Number: CPC PPE 880

Employment Equity

Description: This bank contains hardcopy and computerized Employment Equity data about employees including such characteristics as sex, race and disability. This bank also contains the employees identification number. Individuals seeking access to

this bank should provide their full name and work location. Class of Individuals: Employees who have responded to the Employment Equity self-identification questionnaire. The information obtained by the questionnaire is segregated by designated groups: women, visible minorities, persons with disabilities and aboriginal peoples. Purpose: The purpose of this bank is to develop a database to support the Corporation's Employment Equity program, to help ensure the equitable representation of designated groups in Canada Post and to meet the reporting requirements of the Employment Equity Act. Consistent Uses: The records are used to compile profiles of employee groups and to compare the situation of designated group members with nondesignated group members within the Corporation and the general labour market. The statistical data is used to determine designated groups' representation by geographical location, salary and group within Canada Post and, where underrepresented, to identify appropriate policy and programs to rectify the situation. The Employment Equity data is also utilized on a yearly basis to provide the Annual Report to Human Resources Development Canada, Retention and Disposal Standards: Paper records are retained for three years after their use to compile reports to Parliament. A retention schedule for the electronic records is under development. PAC Number: 88-007 TBS Registration: 001353 Bank Number: CPC PPE 810

Financial Accountability Cases

Description: This bank includes such information as job titles, work locations, occasional credit reports, investigation reports on losses, statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that legal documents may be stored in the Employee Personal File and Legal Affairs, CPC PPE 827). Class of Individuals: Canada Post employees involved in actual or suspected losses of financial assets. Purpose: The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation, Consistent Uses: The records in the bank are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. Retention and Disposal Standards: Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. PAC Number: 88-007 TBS Registration: 001763 Bank Number: CPC PPE 818

Fleet Management

Description: This bank contains such records as vehicle operator declarations, information supporting provincial and Canada Post Corporation Operators' permits, factual statements regarding medical restrictions on driving vehicles, safe driving awards, accident histories and reports, preventability assessments, training undertaken and copies of claims for damages, settlement transactions and other correspondence about accidents involving Corporationowned and leased motor vehicles. Certain information exists in automated form. (Note that the greater proportion of records on motor vehicle accidents involving claims are stored in Risk Management Claims, CPC PPE 819). Individuals seeking access to this bank should specify CPC vehicle operator permit number and, if applicable, such accident details as location and date. Class of Individuals: Drivers of Canada Post vehicles. Purpose: The purpose of this bank is to support the efficient and safe use of vehicles. Consistent Uses: Consistent uses for the records are to validate provincial and Canada Post Corporation permits and maintain a record thereof; to help determine liability for and the preventability of motor vehicle accidents and to help reach damage settlements with third parties: to grant safe driver awards; and to identify and provide for training needs and other preventative measures. (Notations concerning training undertaken and preventability assessments may be attached to the Employee Personal File). Identifying information is provided to provincial transportation departments with the full knowledge of the individual concerned, to obtain driving records (for example, demerit points, license suspensions). Retention and Disposal Standards: Vehicle operator histories (which include a summary of training taken) are retained for two years after an individual ceases to be a Canada Post employee and then destroyed. Test scores are retained in accordance with the requirements of various collective agreements, but for a minimum of two years. Accident reports, preventability assessments and copies of claims settlement records are retained for six years after last administrative use. PAC Number: 88-007 TBS Registration: 002011 Bank Number: CPC PPE 825

Government Relations

Description: This bank contains records of telephone or written enquiries from Ministerial staff, Members of Parliament, Senators or other elected officials pertaining to Canada Post and its operating programs or on behalf of constituents. It also contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post or Customer Service offices referred to Government Relations for advice or response; background material compiled in the preparation of responses, and the responses themselves. Certain information, such as an index of in-coming letters exists in automated form. Other information includes correspondence and documentation pertaining to the organization of Canada Post and

operational programs for the purposes of briefing the Minister and elected officials, case files. House of Commons petitions and Order Paper questions. (Related records may be found in Corporate Correspondence Service, CPC PPE 826). Individuals seeking access to this bank should specify names, dates, locations and subject matter, as this information is not retrievable by personal identifier. Class of Individuals: Employees, where they are the subject of the enquiry. Purpose: The purpose of this bank is to support and respond to enquiries. Consistent Uses: The records are also used to monitor the preparation of responses, for reference purposes when subsequent or similar enquiries are received, and to identify and monitor trends. Retention and Disposal Standards: General correspondence is retained for two calendar years after last administrative use. Case files and House of Commons petitions and Order Paper questions are retained for 5 years after last administrative use. PAC Number: 97-020 Related to PR#: Human Resources TBS Registration: 004000 Bank Number: CPC PPE 833

Grievances and Arbitrations

Description: This bank contains such information as presentations by employees and bargaining unit representatives, receipt notices and replies by management, testimony by witnesses and occassional legal opinions, investigation and analysis reports prepared by outside agencies, (e.g. police, workers' compensation boards), job descriptions (for classification grievances) and decisions and statements by arbitrators, the Canada Labour Relations Board and the Federal Court and related correspondence. Certain information exists in automated form in the Labour Relations Grievance and Jurisprudence Information Systems (LRGIS and LRJIS, respectively). LRGIS contains such data as grievor name, the location, level and subject of the grievance, dates, and other information relating to its processing. LRJIS contains summaries of arbitration cases, such as grievor name and type of grievance. decision grounds and arbitrator's comments. Individuals seeking access to records in this bank should specify their name, bargaining unit and the grievance/arbitration number or other particulars, such as date, location and subject matter. Class of Individuals: Individual grievances submitted by certified bargaining units, or by Canada Post Corporation, who have alleged a violation of a collective agreement. Purpose: The purpose of this bank is to support the resolution of grievances related to the interpretation of collective agreements. Consistent Uses: The records in it are used to process and resolve collective agreement interpretation grievances through all levels in the grievance process, including referrals to divisional headquarters, corporate head office, arbitration, the Canada Labour Relations Board, or the Federal Court; for research purposes, such as trend and subject analyses; to inform senior management of landmark cases and of growing or recurring labour relations problems; and to train and

educate Labour Relations officers. LRGIS facilitates the processing of grievances and generates reports used in collective bargaining, LRJIS provides management with ready access to arbitration summaries (which are largely a matter of public record). Retention and Disposal Standards: Records are retained for three years after resolution or withdrawal unless the case goes to arbitration, in which case the records are retained for 21 years after the year of decision or withdrawal. A sample of grievance/arbitration records is also transferred to the National Archives of Canada. If they are judged by the National Archivist to have historical/archival value, they are retained permanently. If the records are judged to have jurisprudential value, publicly available summaries are retained (in LRJIS) for fifteen years. PAC Number: 88-007 TBS Registration: 001356 Bank Number: CPC PPE 813

Human Resource Information System (HRIS) Description: This computerized bank supersedes the previous system of the same title (old ASPEN HRIS), as well as the Personnel Database. It contains such information as Canada Post start date and years of Canada Post service, public service start date, pensionable service base date and years of pensionable service, employee identification number, birth date, sex, home address and telephone number, emergency contact, employee type (full-time, part-time, term, casual, etc.), position title and number, official language status, exclusion code, length of work week, base salary, work unit, location and telephone number, bilingual capability, organizational information, appointment history, termination date and reason. The social insurance number is collected and used for non-statutory purposes, until such time as it can be replaced for these purposes by the employee identification number. Class of Individuals: There are records and data on all existing CPC employees, whether regular, term, casual, full-time or part-time; as well as on former employees terminated since 1985. Purpose: To support the compensation and benefits of all CPC employees. Consistent Uses: The records are used: in support of such personnel functions as organizational design, staffing, reliability checks, compensation and benefits, payroll and attendance, human resource planning and development, training, occupational health and safety, travel and relocation, employment equity, labour relations, discipline, demotion and termination; to facilitate the supervision of employees (supervisors contribute and will have access to certain data on those employees reporting to them, as well as on those being considered for a position within their work unit); to conduct corporate surveys and mail corporate publications; to produce management reports (e.g., regarding official languages, human rights and employment equity, labour supply/ demand forecasts); and for other research purposes (e.g., industrial relations research, organizational studies, inter-firm comparisons, trend analyses). Limited information is provided to agents under strict security

(e.g., employee surveys); and to collective bargaining agents for dues check-off purposes. *Retention and Disposal Standards:* Disposal of data related to the various programs supported by HRIS are governed by the retention schedules applicable to their pertinent banks. *PAC Number:* 88-007 *TBS Registration:* 001348 *Bank Number:* CPC PPE 804

Human Rights

Description: This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have harassed or discriminated against the complainant and witness statements, as well as investigation and analysis reports and records of decisions taken. Background information varies with the complaint, but could include grievances, medical reports and correspondence. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident/complaint. Class of Individuals: Employees submitting discrimination complaints and employees alleged to have harassed or discriminated against complainants. *Purpose:* The purpose of this bank is to support the resolution of the allegations of discrimination based on prescribed grounds set out in the Canadian Human Rights Act. Consistent Uses: The records in it are used to help determine whether or not harassment or discrimination has occurred. (Note that records of complaints are not stored on the complainant's Employee Personal File; and to recommend and support management decisions on the transfer and discipline of employees or other corrective action (e.g., when the source of the complaint is a Canada Post policy or procedure). Employees found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission, to facilitate resolution of complaint. Retention and Disposal Standards: Records are retained for five calendar years after vear of case closed. PAC Number: 88-007 TBS Registration: 001352 Bank Number: CPC PPE 809

Investigative Body Requests - Employees **Description:** This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. Class of Individuals: Employees who are the subject of, or party to, lawful investigations. Purpose: The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized. Consistent Uses: The records in it are used to monitor the information requested by and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or

delegate, when investigating complaints or conducting audits. *Retention and Disposal Standards:* Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed. *TBS Registration:* 001342 *Bank Number:* CPC PPE 829

Legal Affairs

Description: This bank contains information relating to potential and actual claims by or against the Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks. Class of Individuals: Current or terminated employees involved in legal matters. Purpose: The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. Consistent Uses: The records are used to provide legal opinions and advice to the Corporation and for representing the Corporation and protecting its interests. Retention and Disposal Standards: Records are retained for ten years after the year of termination of contact or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement. Memoranda (citing authority), opinions and advice are retained 100 years after case closed. TBS Registration: 002078 Bank Number: CPC PPE 827

Long Service Recognition Program

Description: The Long Service Recognition database contains such records as: name, membership number by chapter, home address and telephone number, service entry and retirement dates, award distribution and, in the case of long-service employees, employee identification numbers. Class of Individuals: The Long Service Recognition program serves retired employees with a minimum 10 years service and long-service employees (25 years or more), who are also invited to join the Heritage Club. Purpose: The Long Service Recognition Program is the means which Canada Post acknowledges its employees' service achievements. The Heritage Club is a social organization for retired and current, long-service employees, existing to maintain camaraderie and to support community causes. Consistent Uses: Heritage Club records are grouped into 31 chapters across Canada and are used to: provide commemorating gifts after the appropriate number of years of service and at retirement; to organize social functions such as banquets; and to support community and worthwhile corporate programs, such as the National Letter Writing Competition, Letters to Santa Claus, Scholarship, etc. Taxable benefits are reported to Payroll Operations for inclusion on Revenue Canada - Taxation T-4 slips. Retention and Disposal

Standards: A schedule for the Long Service Program Database is under development. PAC Number: 91-020 TBS Registration: 002989 Bank Number: CPC PPE 830

National Time & Attendance System (NTA)

Description: This computerized bank contains, in report form, such information as employee name. employee identification number, hours worked and work station movement during a scheduled shift, overtime hours, shift premiums, work breaks, shift schedules, scheduled leave or rest days off, and unscheduled absences. Note that some hard copy information may be located in the payroll component of the Employee Personal File. Class of Individuals: All existing or recently terminated employees presently or formerly assigned to a National Time & Attendance site. Purpose: The purpose of this information bank is to capture time and leave information at the NTA sites to monitor employees' work station movement during shifts and obtain a breakdown of labour distribution within each facility. Consistent Uses: The records are used to confirm employee pay and related entitlements, determine labour distribution patterns per shift within each NTA facility, schedule regular and casual employees, conduct audits, and compile statistics. On-line data is maintained for a total of sixteen weeks, after which it is archived on magnetic tape. Employees seeking access to this bank are requested to provide their employee identification number, work location, and to specify the time period for which the data is sought. Retention and Disposal Standards: The retention schedule is under development, but records will be retained for a minimum two-year period. TBS Registration: 003547 Bank Number: CPC PPE 831

Northern Services

Description: Hard copy records include birth/marriage certificates; isolated post allowance, school acceptance and common law declarations; official native status certificates: travel entitlement and claim documents: and attendance records. Automated data includes name, employee ID number, marital status, birth date, home address, attendance, leave, salary and travel data, bergaining unit, office profile, position data, dependent profiles, isolated post allowance and other special entitlements. Data on new employees is obtained from CPC's Human Resource Information System, CPC PPE 804; and shared with Accounts Payable (CPC PPE 820) and Payroll Operations (see the pay component of the Employee Personal File). Class of Individuals: Approximately 300 Northern Services employees and their dependants. Purpose: To support the compensation of Northern Services employees. Consistent Uses: To determine and administer the isolated post allowances of Northern Services employees (a taxable benefit), including their families' travel expenses; to verify appointment data; to maintain duty rosters; to monitor attendance and travel expenses; to conduct mailings of unique interest to Northern

Services employees; and, to respond to enquiries. **Retention and Disposal Standards:** Records will be retained for a minimum two-year period following termination. **TBS Registration:** 003548 **Bank Number:** CPC PPE 832

Official Languages Complaints

Description: This bank contains records documenting the nature, extent, scope, type and location of official languages complaints, as well as the results of complaint investigations and resolution. Note that the identity of complainants is protected by section 60 of the Official Languages Act throughout the investigation process. Therefore, unless complainants agree to reveal their identity, the records are anonymous in nature. Class of Individuals: Employees who file complaints either directly with CPC or with the Commissioner of Official Languages (excludes official languages issues handled through Customer Service). Purpose: The purpose of this bank is to support the investigation and resolution of complaints submitted by employees under the Official Languages Act and to retain an audit trail of actions taken. Consistent Uses: The records are used to report to external agencies responsible for monitoring compliance of the Official Languages Act and related regulations. They may also be disclosed to the Federal Court or other authorized third parties to facilitate the resolution of complaints, grievances or court action. Retention and Disposal Standards: Complaint files are retained for five calendar years after complaint resolved or withdrawn. TBS Registration: 003932 Bank Number: CPC PPE 853

Parking

Description: This bank contains permit applications for parking, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions also exist in automated form. Individuals seeking access to this bank should specify employment location and dates. Class of Individuals: Canada Post employees who have applied for or received CPC parking permits. Purpose: The purpose of this bank is to support the control of parking at certain Canada Post facilities. Consistent Uses: The records are used to control the issue and revocation of parking permits and the prosecution of parking violators. The records also may be used to help co-ordinate car pools. Note that certain records are beyond CPC control as many employees have personal contracts with private parking lot operators. Retention and Disposal Standards: The records are retained for two years after the fiscal year of expiry of the permit, and then destroyed. TBS Registration: 001359 Bank Number: CPC PPE 817

Pension Administration Database

Description: The Canada Post Corporation Registered Pension Plan (CPCRPP) Database contains demographic and employment information for employees and retirees covered under the CPCRPP. It contains such information as pension eligibility date, years of pensionable service, employee identification number, birthdate, sex, marital status, marital status effective date, home address, home phone number. bargaining unit designator, employee type, base salary, pensionable allowances, appointment history, termination date and reason, amount of contributions deducted, annual pensionable earnings base, length of work week, employee status, paylist, payment deduction information including garnishee information if applicable, banking details, mailing addresses for retirees and survivors, tax credits and deduction information. The social insurance number is collected for statutory purposes in the issuance of the appropriate taxation forms. Class of Individuals: There are records and data for all existing CPC employees that are members and retirees of the CPCRPP. Purpose: To calculate, authorize, and pay pension benefits for all CPCRPP members and their survivors. Consistent Uses: The records are used to administer, maintain and pay employee and retiree benefits under the plan, including spouse and survivor benefits, Pension Benefits Division as required by marriage breakdown, commuted pension benefits, Pension Adjustments (PA) for T4 reporting, Pension Adjustment Reversals (PAR) for T10 reporting, Past Service Pension Adjustments (PSPA), and the calculation of deficient employee contributions. The information may also be used for statistical reports and information sheets to aid in the administration of the plan. Retention and Disposal Standards: The retention schedule is currently under development. TBS Registration: 005246 Bank Number: CPC PPE 885

Postal-Related Crimes/Offences

Description: This bank contains information gathered during investigations and details of the crime(s) committed. For example, information on employees involves such offences as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose. Class of Individuals: Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the abovenoted postal related crimes/offences as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offences involving the mail. Purpose: The purpose of this bank is to help solve and reduce postal related crimes and offences, and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post. Consistent Uses: The records in it are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches

of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution. *Retention and Disposal Standards:* Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect, and then transferred to the National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. *PAC Number:* 88-007 *TBS Registration:* 001365 *Bank Number:* CPC PPE 824

Postmark Awards

Description: This bank contains such records as nomination forms for various Golden and Silver Postmark awards, and records related to their processing. Types of personal information collected includes name, work location, home address and phone number, and information supporting the nomination. Taxable benefits are reported to Finance for the completion of T-4 statements. Class of Individuals: Employees who have been nominated in any of the award categories, including commitment to service standards, outstanding customer service, business growth, personal merit, volunteer services, leadership and team of the year. As well as retired employees who have been nominated in the Heritage Club Involvement category. (Note that: safe driving awards are contained in Fleet Management, CPC PPE 825; long service awards are contained in Long Service Award Program files, CPC PPE 830; employee suggestion awards are contained in Employee Involvement Program, CPC PPE 807; and, attendance recognition awards are contained in Employee Personal File. Purpose: To recognize and honour the exceptional achievements of CPC employees. Consistent Uses: Nominations are acknowledged and facts verified prior to their submission to divisional selection committees. These committees apply selection criteria to choose winners in each category. Award winners may be identified in internal and external communications and posters (with their consent). The fact of winning an award may also be attached to the Employee Personal File or to his or her Human Resource Information System file (CPC PPE 804). Retention and Disposal Standards: Rejected nominations and related documentation are destroyed immediately after winner's selection. Winning nominations and related documentation, including Postmark Awards Automated System data, are retained for five fiscal years after last administrative use. TBS Registration: 003160 Bank Number: CPC PPE 850

Privacy Act Requests/Complaints

Description: This bank contains the request forms submitted by individuals seeking access to their files,

the replies to such requests and information related to their processing, including exempt material. It also includes records of complaints to the Privacy Commissioner of Canada and their resolution, informal complaints, exceptional third party requests and other issues referred to privacy coordination staff for advice or decision. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned. Class of Individuals: Canada Post employees who have submitted formal access. correction and notation requests, or internal requests for advice to a Canada Post Privacy Coordinator or internal or formal complaints; or who are the subject of exceptional third party requests. Purpose: The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken. Consistent Uses: The records in it are used to process access, correction and notation requests; to respond to complaints, and to report annually to Parliament on their disposition. Annotations regarding exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions. Retention and Disposal Standards: Records are retained for two years after the year of last administrative use (which is normally the provision of records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed. TBS Registration: 001366 Bank Number: CPC PPE 828

Reliability Checks

Description: This bank contains criminal record name checks and if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited information exists in automated form as a data element of the Human Resource Information System, CPC PPE 804. Individuals seeking access to this bank should specify employment location and dates. Class of Individuals: Prospective and existing Canada Post employees who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets. *Purpose:* The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post. Consistent Uses: The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. Retention and Disposal Standards: Records are retained for two years after the year the check is completed, and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. PAC Number: 88-007 TBS Registration: 001363 Bank Number: CPC PPE 822

Relocation

Description: This bank contains such records as letters of offer, authorization, advances, claims supplier payments, receipts and correspondence about relocation and, where applicable, records of real estate transactions. Expense data also exists in automated form in the Relocation Sub-Ledger System. (Note that payment records also are stored in Accounts Payable, CPC PPE 820.) Automated system also includes records pertaining to real estate matters. Individuals seeking access to this bank should specify the locations involved and the approximate dates. Class of Individuals: Canada Post employees who have been relocated, as well as on new employees who move to take up Canada Post positions. Purpose: The purpose of this bank is to support the relocation of employees. Consistent Uses: The records are used to administer the relocation function, involving authorizations, advances, claims and payments; and for budgeting, audit and research purposes. Information may be disclosed with full knowledge of the individuals concerned to relocation firms and moving companies and to lawyers acting for either party, to facilitate the relocation. Retention and Disposal Standards: Records are retained for six fiscal years after the year of the last financial transaction. Housing subsidy case files are retained for six fiscal years after the end of the housing subsidy. Relocation sub-ledger system records are destroyed six fiscal years after receipt and verification of input data. TBS Registration: 001358 Bank Number: CPC PPE 816

Risk Management Claims

Description: This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicles, and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter and vandalism. Limited information exists in automated form in the Risk Management Information System. Data elements include the names of the employee and claimant, the type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPE 820; that vehicle driver records (including records of accidents not involving third party claims) are stored in Fleet Management, CPC PPE 825; that workers' compensation board claims are stored in Workers' Compensation Board Claims, CPC PPE 845; and that claims involving delayed, lost or damaged mail are stored in Customer Care, CPC PPU 030. Individuals seeking access to this bank should specify details such as incident location and date. Class of Individuals: Canada Post employees involved in claims, such as drivers of Corporation vehicles and letter carriers. (See also Financial Accountability Cases, CPC PPE

818), *Purpose:* The purpose of this bank is to support the resolution of Corporation and third party claims. Consistent Uses: Records are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim. Retention and Disposal Standards: Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province). PAC Number: 88-007 TBS Registration: 001360 Bank

Number: CPC PPE 819

Scholarship Program

Description: This bank contains such records as application forms, awards, and related correspondence. Personal information collected includes home and school addresses and telephone numbers, samples of work, letters of recommendation, educational transcripts, and proof of university registration. A limited amount of personal information exists in automated form. Social insurance numbers are collected from winning candidates as, by law, scholarship data must be reported to Revenue Canada-Taxation. These are reported to Finance for the completion of T-4 statements. Class of Individuals: Children of regular full and part-time employees who have submitted applications. *Purpose:* To support the administration of a scholarship program for the children of Canada Post employees. Consistent Uses: Applications are evaluated on the basis of academic achievements and leadership qualities as demonstrated through school and/or community involvement. Divisional selection committees choose the winning candidates, who are thereby notified by the program manager. After the award of a scholarship and prior to the emittance of a cheque, the candidate's SIN and proof of university registration are collected. As a condition of renewal of the scholarship, an official transcript and proof of registration for the following year are required. Scholarship winners and/or their parents may be publicized, mainly for internal communication purposes. Retention and Disposal Standards: Unsuccessful applications are retained for three years after the year of the scholarship award decision. Successful scholarship records are retained for six fiscal years after the year the scholarship is awarded. Scholarship program database records are retained for six fiscal years after receipt and verification of input data. This schedule is under review. TBS Registration: 003157 Bank Number: CPC PPE 835

Security Clearances

Description: This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited information may exist in automated form as data elements of the Human Resource Information System, CPC PPE 804. Data elements include name, clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify employment location and dates. Class of Individuals: Canada Post employees who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems. Purpose: The purpose of this bank is to help determine the suitability of employees being considered for, or in, security-risk positions. Consistent Uses: The records in it are used to determine the level of security clearance; and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. A notation of level of clearance may be attached to the Employee Personal File. Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks. Retention and Disposal Standards: Paper records are retained for two years after termination of employment and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. TBS Registration: 001362 Bank Number: CPC PPE 821

Special Services

Description: This bank contains personal information compiled during the handling of sensitive personnel issues including assessments of the problem, alternative solutions, recommendations and the eventual decision, such as continuation, discipline, redeployment, demotion or separation. (Note that payment records are also stored in Accounts Payable, CPC PPE 820). Class of Individuals: A small percentage of nonunionized Canada Post employees, namely those referred to Special Services because they are believed to be problem employees or because their positions have been declared redundant. *Purpose:* The purpose of this bank is to support the provision of objective advice to senior management on sensitive cases involving non-unionized employees. Consistent Uses: The records in it are used to ensure that referrals are handled legally, humanely and consistently. Notations of decision taken (without reasons) may be attached to the individual's Employee Personal File, CPC PPE 802. Retention and Disposal Standards: Records are retained for 12 years after last administrative use (e.g., resolution of the issue) and then destroyed.

PAC Number: 88-007 TBS Registration: 001355

Bank Number: CPC PPE 812

Staffing and Employment

Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, seniority, surplus, layoff, re-call and eligibility lists. human resources inventory printouts, résumés of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, occupational personality profiles, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. This bank also contains the Social Insurance Number which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. A limited number of records may also be retained by the Internal Audit department for those employees who are candidates for the Internal Audit Development stream program (automated records are stored in the Audit Development Stream electronic system). Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location. Class of Individuals: Employees who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation. Purpose: The purpose of this bank is to support internal staffing and external recruitment activities. Consistent Uses: Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File; and in the Human Resource Information System, CPC PPE 804; to assist in succession planning and career development; to provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances and Arbitrations, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken. Retention and Disposal Standards: Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded. PAC Number: 88-007 TBS Registration: 001345 Bank Number: CPC PPE 801

Supervisory Records

Description: This bank contains working files and notes maintained by some supervisors on employees reporting to them, especially when the employees' official files are maintained off-site. Where files exist, they largely contain convenience copies of records stored in other employee information banks, e.g., leave applications; HRIS print-outs; performance appraisals and awards: accident reports: fitness assessments: attendance, disciplinary and other letters; E-mail printouts; grievances and replies; and transfer, file and other employee requests and enquiries (see Staffing & Employment, CPC PPE 801; all three components of the Employee Personal File, CPC PPE 802, 808 and 815; Human Resource Information System, CPC PPE 804; Grievances & Arbitrations, CPC PPE 813; Workers' Compensation Board Claims, CPC PPE 845; Employee Health Record, CPC PPE 840; Vocational Rehabilitation, CPC PPE 851; and Postmark Awards, CPC PPE 850). Original documentation could include uniform entitlements, attendance calendars, interview and other notes (including annotated copies) and drafts of letters or reports not yet finalized. To obtain access, employees are encouraged to deal directly with their supervisor. Those submitting formal requests to CPC's privacy coordinator are requested to provide the name and work location of their supervisor(s). Class of Individuals: Current or recently terminated CPC employees on whom supervisors retain files. Purpose: To support the supervision of employees, especially at remote work sites. These files provide convenient access to both supervisors and their employees. Consistent Uses: To monitor attendance, process leave applications, assign work, schedule replacements, document special achievements and recommend employees for corporate recognition programs, impose discipline, respond to grievances, report injuries, and prepare any other correspondence pertinent to the dayto-day administration of the work unit. Retention and Disposal Standards: Minimum two years for records used in decision making. TBS Registration: 003739 Bank Number: CPC PPE 803

Training

Description: This bank contains such records as course applications, authorizations, registrations and evaluations (for both participants and trainers), official languages declarations, examination results and certificates, fee payment records and related correspondence. Information on file includes first official language; work location; training requested, required or taken; and dates of training. Limited training data also exists in the Human Resource Information System, CPC PPE 804. (Note that vehicle driving training records are stored in Fleet Management, CPC PPE 825, and certain fee payment records are stored in Accounts Payable, CPC PPE 820.) This bank also contains the Social Insurance Number where older records are concerned. Individuals seeking access to

this bank should specify position title and employment location and dates, as well as types, locations and dates of training courses taken. Class of Individuals: Employees engaged in training programs or taking outside courses sponsored by Canada Post Corporation, such as in management, official languages, marketing and sales, equipment maintenance, encoding and quality control. Purpose: The purpose of this bank is to support the training of employees. Consistent Uses: The records are used to support the approval, registration, participation and evaluation of employees in training programs (including courses conducted by outside parties), and to certify their achievements; to help carry out needs assessments and prepare skill profiles of positions and their incumbents; to project training requirements, course schedules, instructor workloads and budgetary needs: to support decisions on succession planning, attendance and leave, payroll, entitlements and benefits, expense accounts, transfers, promotions and performance appraisals; and to respond to enquiries by employees, their supervisors and their bargaining agent. Participation, exemption and achievement records may be attached to the Employee Personal File (see CPC PPE 802). while information on employees' needs and achievements may be contained in the Human Resource Information System (see CPC PPE 804). Note that official languages training information on Canada Post employees is shared with and sometimes created by the Public Service Commission and Treasury Board. Retention and Disposal Standards: Most records (authorizations and tests in particular) are destroyed two years after completion of training. Permanent documents (including official language exemptions, language competence tests, certificates and course descriptions), as well as computerized records, are retained for two years after termination of employment. An historical master file is maintained for ten years, for statistical purposes only. PAC Number: 88-007 TBS Registration: 001349 Bank Number: CPC PPE 805

Vocational Rehabilitation

Description: This bank contains records such as referral sheets, occupational fitness assessments, functional abilities evaluations, summaries of medical status, vocational rehabilitation plans and checklists, interview forms, progress notes, recommendation reports, case closure reports, and related correspondence. (Note that some consultative records may also be found in Grievances & Arbitrations, CPC PPE 813, Employee Health Record, CPC PPE 840, and Workers' Compensation Board Claims, CPC PPE 845). Class of Individuals: Canada Post Corporation employees who are permanently partially disabled as a result of injury or illness. Purpose: To support the reintegration of permanently partially disabled employees. Consistent Uses: The records in it are used to develop and implement programs for affected employees, to facilitate communications

with those concerned with the employee's case (e.g., treating physicians, medical consultants, occupational health nurses, line management) to respond to grievances or complaints, to ensure compliance with the Canada Labour Code, Workers' Compensation legislation and Canadian Human Rights Act, and to conduct follow-ups and audits. *Retention and Disposal Standards:* Records are retained 100 years after the fiscal year of the employee's rehabilitation. *TBS Registration:* 003292 *Bank Number:* CPC PPE 851

Work Refusals

Description: This bank contains records such as documented refusals by employee to work in an unsafe condition or location, investigation reports by Canada Post and Human Resources Development Canada safety officers, management-employee interview notes and summaries. Human Resources Development Canada decisions, daily information book entries, records of corrective action taken, and general management correspondence and background material. Some records exist in automated form in the Work Refusals Database. Employees seeking access to this bank are requested to provide details, such as the date and location where they refused to work. Class of Individuals: All existing or recently terminated employees of Canada Post who have refused to perform work for safety reasons. Purpose: The purpose of this bank is to ensure and promote a safe workplace. Consistent Uses: The records are used to evaluate the safety of a specific work location or environment, to conduct fact-finding interviews with the employee(s) concerned, to facilitate the conduct of a CLRB investigation when required, to prepare corporate positions before Human Resources Development Canada safety boards, to implement solutions to safety hazards, and to advise affected employees of identified hazards and the precautions needed to avoid them. Retention and Disposal Standards: Under development. TBS Registration: 003740 Bank Number: CPC PPE 806

Workers' Compensation Board Claims

Description: This bank contains such information as: accident and work injury or illness investigation reports; workers' compensation board claims and associated correspondence and forms; occasional legal opinions; records and correspondence regarding referrals and results. Certain medical information may also exist on file, including diseases or injuries that are unrelated to work. Certain records also exist in automated form, in the Accident Information Reporting System (AIRS). AIRS contains background data (age, sex, etc.) on injured employees, as well as the location, nature, cause, and severity of the accidents and their associated direct and indirect costs. (Note that accident information involving Corporate vehicles or claims by or against the Corporation unrelated to workers' compensation boards are stored in Fleet Management, CPC PPE 825, and Risk Management Claims, CPC PPE 819, respectively). This bank also contains the Social Insurance Number, which will be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify employment location as well as date, location and details of injury or illness. There is also a corporate WCB database that reflects all the costs charged to CPC by HRDC on individual claims. Class of Individuals: Canada Post employees who have had injuries and accidents on duty or, who have made accident or workers' compensation board claims. Purpose: To support Workers' Compensation Board programs. Consistent Uses: The records are used to assist employees in dealing with medical problems and to avoid aggravating given conditions via meaningful intervention, medical education and counselling; to authorize leave and benefits (including WCB paid medical and vocational rehabilitation) related to work-related injuries and illnesses; to facilitate the processing of provincial workers' compensation board claims and the administration of injury-on-duty leave and disability benefits (AIRS and the corporate WCB database support the resolution of claims and the reconciliation of accounts); to establish conditions under which employees subject to certain occupational risks or with identified illnesses or disabilities are able to continue to work, including reinstatement; to provide health and safety details for accident prevention and health protection purposes; and, to process grievances and appeals related to Occupational Health, Safety and Environment (see Grievances and Arbitrations, CPC PPE 813). The records also facilitate the study and correction of workplace conditions that contribute to illness or injury, such as the development of preventive programs based on the incidence of certain illnesses and injuries. Composite information may be used in epidemiological studies. Certain information may be disclosed to provincial workers' compensation boards, Human Resources Development Canada, medical practitioners and bargaining unit representatives, to facilitate claims administration. Limited information is disclosed to Transport Canada regarding, for example, chemical spills involving Canada Post employees. Retention and Disposal Standards: Paper records are retained for 100 years after the fiscal year of the last injury. Data In AIRS is transferred to the National Archives of Canada two years after the employee returns to work. TBS Registration: 003159 Bank Number: CPC PPE 845

Workforce Adjustment Program

Description: This bank contains such records as notices of interest, employee name, length of service, salary history, estimated retirement or early departure incentive amounts, acceptances or refusals of incentive offers, referrals to career counselling consultants and other related tax/financial data. Certain records also exist in automated form in the Human Resource Information System, CPC PPE 804. Related records

may also be found in the Employee Personal File. Class of Individuals: Current or recently terminated employees of Canada Post Corporation who have expressed interest in an early termination or retirement offer or who have been referred to Workforce Adjustment Program staff. Purpose: The purpose of this bank is to support CPC's restructuring objectives by offering a voluntary package of early retirement or departure incentives to eligible employees. Consistent Uses: The records are used to ensure the eligibility of applicants to the incentive program, evaluate the amounts of the

incentive on an individual basis, make offers to eligible applicants, and to process payments to employees having accepted the incentive. *Retention and Disposal Standards:* Records are retained for the duration of employment with Canada Post. Two years after separation, records are transferred to National Archives of Canada and destroyed when the employee reaches the age of eighty (provided two years have elapsed since last administrative use). *PAC Number:* 91-020 *TBS Registration:* 003738 *Bank Number:* CPC PPE 834

Canada Science and Technology Museum

Chapter 18

Particular Banks

Reliability Checks

Description: This bank contains information gathered by government institutions in conducting reliability checks on individuals working or applying for work with the institution by way of appointment, assignment of contract in accordance with the Security Policy of the Government of Canada. The bank includes verification data of educational and professional qualifications, employment criminal records and, where required, credit data, as well as other personal information. Class of Individuals: Individuals working or applying for work with the Federal government by way of appointment, assignment or contract. Purpose: To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment. Retention and Disposal Standards: The information in this bank is destroyed two years after an employee leaves the institution for which the check was done. PAC Number: 86-001 TBS Registration: 002862 Bank Number: STM PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Artists and Producers Professional Relations Tribunal

Chapter 19

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Identification Building-Pass Cards

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Staffing

Travel and Relocation

Note: Information regarding Staffing and Pay and Benefits is also held by the Department of Canadian Heritage.

Canadian Centre for Management Development

Chapter 20

Central Banks

Departmental Contact Identification System Description: This information bank may contain basic

information on financial contacts and departmental training coordinators with whom the Centre deals in the delivery of its training activities. Class of Individuals: Financial contacts and departmental training coordinators. Purpose: This information bank exists to establish and maintain a list of contacts in order to forward relevant information regarding the participation of members of their departments on CCMD courses and programs, and to provide them with information for billing purposes. Consistent Uses: This information bank provides the information necessary to communicate by mail, telephone or facsimile with financial and departmental training coordinators. Retention and Disposal Standards: The files are retained as long as the information is still valid. TBS Registration: 003327 Bank Number: CMD PCE 703

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Number: OHS PPE 801

Canadian Centre for Occupational Health and Safety

Chapter 21

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. Class of Individuals: Departmental employees. Purpose: The purpose of this bank is to maintain information about potential and actual conflict

of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. Consistent Uses: To support decisions on transfers, discipline and termination of employment. Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. PAC Number: 85-001 TBS Registration: 000992 Bank

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Canadian Commercial Corporation

Chapter 22

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Multiculturalism

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Cultural Property Export Review Board

Chapter 23

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Dairy Commission

Chapter 24

Particular Banks

Employee Personnel Records

Description: This bank is under the control of the Human Resources Office. It provides a summary record of an individual's employment at the CDC. The data include appointment certificates, performance assessments, attendance, leave and overtime records, letters of recommendation, curriculum vitae, development and training courses and other personnel and organizational documents. The bank contains records of all employees, who may access their records by contacting the Human Resources Office. The bank is used to provide information for manpower planning and general personnel management. Class of Individuals: Employees and former employees of the Commission. Purpose: To provide a record of information on employees and former employees relating to their employment with the Commission. Consistent Uses: Information may be used for purposes of employment references or group insurance. Retention and Disposal Standards: Records of former employees are transferred to the National Archives of Canada two years following termination of employment. TBS Registration: 004048 Bank Number: CDC PPE 801

Financial Management Information System – COMFIN

This information is classified as to: responsibility (collator); authority (allotment); purpose (activity); project; line object (nature). Personal information (i.e. addresses, telephone numbers, etc.) is captured in COMFIN. For persons receiving taxable payments from the Commission, their Social Insurance Number (SIN) are captured and retained in COMFIN. Class of Individuals: Non Commission employees. Purpose: The SIN is required for inclusion on the Tax information slip and on the tax information file that the department is required to transmit to Revenue Canada. Retention and Disposal Standards: Information remains on COMFIN and is rolled for year to year. When there is no further activity, the information is removed from the system. TBS Registration: 004319 Bank Number: CDC PPE 805

Description: Financial information for the Commission.

Travel and Employees Expenditure Accounts Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel of employees. It also contains expense reports, receipts, cheque requisitions, advances and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments.

Class of Individuals: Employees of the Commission claiming travel expenses; course fees, membership fees; and other payments. Purpose: The purpose of this bank is to maintain information regarding travel of government employees. It is also used for the payment of invoices and claims to employees of the Commission claiming travel expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency and administration in pay and benefits. Consistent Uses: To administer the travel function with respect to their approvals as well as posting authorizations, advances and claims. Records are also used for the issuance of statement of taxable benefits for income tax purposes. Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. TBS Registration: 004321 Bank Number: CDC PPF 810

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; candidates' applications; list of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels, Social Insurance Number and voluntary self-identification data relating to employment equity. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record). Class of Individuals: Employees of the Commission. **Purpose:** The bank provides a record of the information used in staffing positions within the Commission. It is also a source of data for employment equity programs and services. Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Voluntary self-identification information relating to employment equity programs and services may be linked with data contained in other banks where the securing of this information is consistent with the uses for which the personal information was collected. Retention and Disposal Standards: Records are retained for two years after the eligible list for a staffing action expires, or two years after any other administrative action, at which time the records are destroyed. TBS Registration: 004322 Bank Number: CDC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Grievances

Harassment

Parking

Canadian Environmental Assessment Agency

Chapter 25

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Staffing

Training and Development

Travel and Relocation

Canadian Film Development Corporation

Chapter 26

Particular Banks

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing. attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security clearance, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is

information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements. including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Class of Individuals: Employees of the Corporation. Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Supply and Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to National Health and Welfare for pension purposes. Retention and Disposal Standards: Retained by the current

employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. The information is destroyed when the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. *PAC Number:* 85-001 *TBS Registration:* 000308 *Bank Number:* CFD PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code
Employment Equity Program
Identification and Building-Pass Cards
Official Languages
Parking
Pay and Benefits
Training and Development

Canadian Food Inspection Agency

Chapter 27

Particular Banks

Acquisition Card Applications

Description: Information collected for the purpose of Acquisition Card Issuance. Topics include full name, date of birth, mother's maiden name, sex, employee status and job title. Class of Individuals: The Acquisition Card Coordinator and Acquisition Card suppliers will require this information. Purpose: Both the Acquisition Card Coordinator and the Acquisition Card suppliers require this information for security and identification purposes, in order to issue Government of Canada Acquisition Cards, Consistent Uses: This information will be maintained by the Acquisition Card Coordinator in order to provide accurate and secure service to cardholders on a daily basis. Retention & Disposal Standards: These files will be retained for 6 years. TBS Registration: 004441 Bank Number: CFIA **PPE 830**

Departmental and Interdepartmental Assignments Description: This bank contains information on employees on assignment and/or seeking assignments within and outside the Agency such as names, curriculum vitaes, assignment agreements, approval of agreements. Class of Individuals: Employees on assignments with Canadian Food Inspection Agency. Purpose: To monitor and to ensure that all facts on the agreement are respected. Consistent Uses: The information is used for information purposes, for statistical purposes and for human resources planning. Retention and Disposal Standards: This information is kept for three years after completion of secondment

agreement. PeopleSoft maintains information on those employees on assignment. *PAC Number:* 86-001 *Related to PR#:* CFIA 927 *TBS Registration:* 002699 *Bank Number:* CFIA PPE 821

Employee Personnel Record

Travel and Relocation

Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; Personal Record Identifier (PRI); home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification

including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries, performance appraisals; may include language proficiency, leave and attendance records. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits: training and development: decisions concerning compensation and fitness for work; official languages; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Class of Individuals: Agency employees. Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as verifying employment references. Information is also provided to Public Works Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers, where applicable; to unions for dues check-off purposes and to Health Canada for pension purposes. Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year and then transferred to the control of National Archives of Canada. Should the employee move to another government department, the file is transferred as well. The information is destroyed when the individual reaches the age of eighty, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is that specified in applicable collective agreements or two years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist to be of historical interest or archival value, are retained permanently by the National Archives of Canada. PAC Number: 85-001 Related to PR#: CFIA 860 TBS Registration: 000913 Bank Number: CFIA PPE 808

Employment Equity Database

Description: Database will contain information of what one or more designated group the employee has selfidentified as belonging to (visible minority, persons with disabilities, women and Aboriginal People). It will break down the sub-group (if indicated by the employee) as to what sub-group the employee has self-identified in for the visible minority and persons with disabilities. It will also contain whether or not the employee would like to disclose the information for HR Management purposes (to be considered for various initiatives, participate in selection boards, etc.), Class of Individuals: All employees of the Canadian Food Inspection Agency. Purpose: To capture and retain EE data on employees of the Agency in order to produce statistical reports meeting legal obligations outlined in the EE Act and to be used for HR planning and management goal setting and program development. The data collected will be queried on for various different statistical reporting purposes, i.e. occupational group and level and how representative the Agency is with respect to the Canadian workforce. Consistent Uses: The information is to be used for the purpose of the bank. Retention and Disposal Standards: The records are retained indefinitely on the software program. TBS Registration: 004421 Bank Number: CFIA PPE 803

Employment Equity Program

Description: This bank contains information on employees; such as classification, branch, tenure, (status of employment, term etc.). Information is collected by means of a voluntary questionnaire. Respondents are asked whether they are male, female; whether they are of aboriginal descent; if they have disabilities; and if they are members of a visible minority. Name and Personal Record Identifier (PRI) are used as employee identifiers but are requested on a voluntary basis. Class of Individuals: Departmental employees Purpose: This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service Staff Relations Act, Part 1, Schedule 1. Data is collected to provide a comprehensive picture of employees by sex and by designated group status (e.g. women, Aboriginals, persons with disabilities (physical or mental) and members of visible minority groups). The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Use of the PRI is required mandatory for this bank. Consistent Uses: The information gathered will be used for institutional purposes in the government's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented and distributed in the Federal Public Service. It may also be used for training. development, policy and planning purposes related to Employment Equity. Retention and Disposal

Standards: SOS performed on quarterly basis. PAC Number: 85-001 Related to PR#: CFIA 860 TBS Registration: 003648 Bank Number: CFIA PPE 818

Executive Group Personnel Record

Description: This bank contains the PRI No., Name, Branch, Group and Level, Status, Status Start Date, Status end date, Region location, sex, language, appointment to level, appointment to position,, appointment to region, supervisor's name, orientation course, performance appraisals from appointment date at the Executive Group level to present. Class of Individuals: Members of the Executive Group in Canadian Food Inspection Agency. Purpose: To help in the staffing of Executive Group. Consistent Uses: To update and maintain staffing information on members of the Executive Group. Retention and Disposal Standards: Records are kept for a period of 2 years. PAC Number: 86-001 Related to PR#: CFIA 860 TBS Registration: 002698 Bank Number: CFIA PPE 819

Expenditure Accounts — Departmental Employees Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. Class of Individuals: Employees of the Agency claiming travel, relocation and hospitality expenses; course fees, membership fees; and other payments. Purpose: This bank is used for the payment of invoices and claims to employees of the Agency claiming travel, relocation and hospitality expenses; course fees; membership fees; and other payments. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. Consistent Uses: Records are also used for the issuance of statements of taxable benefits for income tax purposes. Retention and Disposal Standards: Records are retained for six years. PAC Number: 86-001 Related to PR#: CFIA 914 TBS Registration: 002285 Bank Number: CFIA PPE 817

Garnishment

Description: The purpose of this bank is to provide documentation for garnishment proceedings for the administration of pay and benefits within the Department. Class of Individuals: Information is held on employees of the Canadian Food Inspection Agency against whom garnishment proceedings have been taken. Purpose: To enable execution of orders of garnishment attachment or diversion of funds in accordance with the Garnishment Attachment and Pension Diversion Act. Consistent Uses: This bank is also used to approve deductions from salary. Retention and Disposal Standards: Files are retained two years after debt is paid. If the employee moves to another

department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with the Agency and is destroyed after the two-year period. *PAC Number:* 86-001 *Related to PR#:* CFIA 925 *TBS Registration:* 002048 *Bank Number:* CFIA PPE 807

Human Resource Management System (HRMS) Description: This bank contains records relating to employees and positions. It includes staffing transactions, such as appointments, transfers, promotions and demotions; previous employment history, performance appraisals and assessments; periods of employment and other classifications such as geographical and organization location, position number, group level, title, salary, collective bargaining and official languages status. It also includes leave and overtime status as well as rating factor scores, a job summary and a linguistic profile on each position. Additional data include appraisal results and addresses. The bank also contains data related to the employees leave transactions and overtime earned. Individuals seeking access to this bank should specify position title and employment location and dates. Individuals seeking access to computerized records that may exist on them must so specify. Class of Individuals: All employees and executives of Canadian Food Inspection Agency. Purpose: The purpose of this bank is to support the efficient management and utilization of human resources. The Personal Record Identifier (PRI) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the PRI is mandatory for this bank, subject to exemption of some individuals under special circumstances. Consistent Uses: The records are used to facilitate such human resource management and employee development functions as career management and internal staffing (e.g., manpower inventory searches), human resource development, and personnel applied research (e.g., projecting attrition rates and making other labour supply and demand forecasts, human rights, employment equity). Retention and Disposal Standards: Computerized records are updated as required (usually daily from a SSC electronic transfer) or from on-line transactions by line managers. Data is retained for 5 years and then transferred to National Archives of Canada. The information is not deleted out of PeopleSoft after 5 years. PAC Number: 86-001 Related to PR#: CFIA 920, 923, 925, 927 TBS

Internal Investigations

Description: This bank contains investigative reports and correspondence between Agency officials with respect to the confirmation or refutation of allegations against employees. **Class of Individuals:** Present or former employees of the Canadian Food Inspection Agency. **Purpose:** To record all information concerning alleged or suspected misconduct arising from involvement

Registration: 002284 Bank Number: CFIA PPE 814

in violations of Canadian Food Inspection Agency Acts and Regulations or other laws which could adversely affect the Agency. *Consistent Uses:* To determine an appropriate course of action, including disciplinary measures or prosecution. *Retention and Disposal Standards:* Records are destroyed five years after the case is closed. *PAC Number:* 86-001 *Related to PR#:* CFIA 860 *TBS Registration:* 002094 *Bank Number:* CFIA PPE 811

Managerial Profile

Description: Collection of data on the knowledge factors and identification of the aggregate difference between the management abilities of an individual and the profile. Class of Individuals: All employees of Canadian Food Inspection Agency occupying positions from EX minus 2 to top of Executive Group. Purpose: The purpose of identifying this difference, described above, is to provide managers, at all levels, with greater opportunities to grow, professionally and personally, by focusing their training and development on specific abilities. This particular information is kept in relation to a staffing process only (EGS). Consistent Uses: Same as for 'Purpose'. Retention and Disposal Standards: Minimum retention of 5 years as per authority. PAC Number: 86-001 Related to PR#: CFIA 860 TBS Registration: 002946 Bank Number: CFIA PPE 820

Parking

Description: This bank contains permit applications and correspondence regarding parking of motor vehicles on government-owned or -leased property, medical information used in issuing preferred parking permits to the physically handicapped, and violations. Records for deductions for payment of parking fees are included in the Pay and Benefits Bank. Records of parking violations are maintained by the RCMP. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to maintain information for the administration and control of parking privileges. Consistent Uses: The information is also used to issue parking permits and control parking privileges. The departmental Parking Administration System is linked to the Human Resource Information System to keep information current and to update the Parking Administration System on a continuous basis. Retention and Disposal Standards: Records are destroyed two years after the permit expires, except for medical information which is retained in the employee's file. PAC Number: 85-001 Related to PR#: CFIA 913 TBS Registration: 002283 Bank Number: CFIA PPE 816

Priority Placement System

Description: The data base consists of 1) Basic data which comprise of the first and last name of the priority employees, group and level, PRI, priority type, area, current location, title, first official language, advisor name and phone number. 2) Marketing Data which contains the start and end date of priority, their mobility,

their second language profile and their skill profile.

3) Referral information including date referred, group and level of position referred to, position number, location, manager and outcome. Class of Individuals: Priority employees. Purpose: To market our employees who have been put on priority for other suitable employment. Consistent Uses: There will be no other use of this information. Retention and Disposal Standards: Two years after the last administrative use. PAC Number: 78-001 Related to PR#: CFIA 920 TBS Registration: 003320 Bank Number: CFIA PPE 800

Reliability Checks

Description: The bank contains such information as Canadian Police Information Centre (CPIC) checks and, if applicable, civil fingerprint forms, investigative reports and criminal records. Class of Individuals: Prospective and existing Canadian Food Inspection Agency employees who do not have a security clearance, but who require reliability checks because of their ready access to sensitive information or valuable assets. Purpose: To help ensure that prospective and existing Canadian Food Inspection Agency employees who are subject to the reliability check meet the standards of reliability and trustworthiness required by their duties or tasks. Consistent Uses: The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP, in order to determine whether individuals have criminal records. Retention and Disposal Standards: Records are retained for two years after last administrative use (which is usually upon transfer, promotion or termination of employment) and then destroyed. If notified that a pardon has been granted, the Agency destroys the criminal record in question or any reference thereto immediately. Related to PR#: CFIA 860 TBS Registration: 002099 Bank Number: CFIA PPE 813

Request for Transfer File

Description: The bank contains transfer requests from individuals from within the Agency and outside departments. Records may contain personal résumés. Performance appraisals may also be included. Class of Individuals: Employees of Canadian Food Inspection Agency and outside departments. Purpose: To provide a record of information used in staffing positions in a government institution. Consistent Uses: To select possible candidates to staff positions on a transfer basis within Canadian Food Inspection Agency. Retention and Disposal Standards: Records are kept for a period of 2 years. PAC Number: 86-001 Related to PR#: CFIA 860 TBS Registration: 002701 Bank Number: CFIA PPE 822

Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Services (CSIS) previously RCMP Security Services) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the

security clearances of individuals working or applying for work with the federal government by way of appointment, assignment or contract. Notation of level of clearance may be attached to the employee Personnel Record. Details of CSIS investigations are maintained in a CSIS personal information bank. Class of Individuals: Individuals working or applying for work with Canadian Food Inspection Agency by way of appointment, assignment or contract. Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working or applying for work with Canadian Food Inspection Agency by way of appointment, assignment or contract whose position requires a security classification; to determine the level of security clearance; and to provide information for the administration of government security measures. In making decisions on levels of clearance, Canadian Food Inspection Agency may refer only to the information contained in this bank and not to investigate information contained in the CSIS bank. Consistent Uses: To support decisions on transfers, promotions, discipline and termination of employment. The departmental Security Information System is linked to the Human Resources Information System to obtain current information on employees and to update the Security Information System on a continuous basis. Retention and Disposal Standards: Two years after an employee leaves Canadian Food Inspection Agency after which the records are destroyed. Related to PR#: CFIA 852 TBS Registration: 002943 Bank Number: CFIA PPE 826

Telecommunication

Description: This bank contains all or part of the following information about telecommunication equipment and services installed or available for use at departmental offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for all local and/or long distance calls placed from departmental telephones. The information could consist of the originating number or extension, the number dialled, the location dialled, the date and time the call started and ended, the duration of the call, the route taken and cost. The above information is also available for long distance calls using government authorization codes. Telephone numbers dialled may include any telephone which is accessible locally or through the government intercity network, the commercial long distance service an other dedicated departmental networks. Since many telephone numbers or extensions are identifies with specific employees, the call patterns and numbers dialled may reveal information about a specific departmental employee. Class of Individuals: Employees of the Agency. Purpose: This bank is compiled to facilitate

telecommunication management. The call detail recording information is collected to provide a basis to calculate and charge the actual cost of services to departmental organizations. It also provides managers of organizational units with information to monitor the use of services and their related costs. Consistent Uses: This information is used for day-to-day telecommunication management, allocating actual costs based on utilization of services and to provide information on employees usage of the services to their respective departmental manager. Retention and Disposal Standards: These records are retained for two years except for the information on financial transactions is kept for six years. Related to PR#: CFIA 852 TBS Registration: 003319 Bank Number: CFIA PPE 827

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; records of certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. It also contains applications for personal and professional developmental programs. Class of Individuals: Employees of the Agency. Purpose: To provide documentation for the administration and the application to training and development programs within government institutions. The Social Insurance Number (SIN) is used for the purpose of identification and to ensure consistency in administration in pay and benefits. Provisions of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee. PAC Number: 85-001 Related to PR#: CFIA 927 TBS Registration: 000917 Bank Number: CFIA PPE 810

Travel and Relocation

Description: This bank contains authorized requests for departmental credit cards and individual credit cards, foreign travel, relocations, advances, claims, travel arrangements and itineraries, information on passports and visas and correspondence concerning travel and relocation of employees. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to obtain authorization at the corporate level (required by policy) regarding credit cards, travel

and relocation, and to obtain passports and visas for employees travelling overseas. *Consistent Uses:* The information is also used to administer the travel and relocation functions with respect to their approval and to issue credit cards, passports and visas. *Retention and Disposal Standards:* Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled except for credit cards, which are retained until the expiry date. *PAC Number:* 85-001 *Related to PR#:* CFIA 852 *TBS Registration:* 002282 *Bank Number:* CFIA PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Forces Grievance Board

Chapter 28

Particular Bank

Canadian Forces Member Grievance References Description: This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the Canadian Forces and referred to the Canadian Forces Grievance Board by the Chief of Defence Staff. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and service number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Class of Individuals: Members of the Canadian Forces who have submitted grievances which have been referred to the Canadian Forces Grievance Board by the Chief of Defence Staff. Purpose: The information is used by the Canadian Forces Grievance Board in dealing with grievances referred to the Board pursuant to the National Defence Act. Consistent Uses: The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the National Defence Act. Retention and Disposal Standards: These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting grievance case files meeting specific criteria. TBS Registration: 004448 Bank Number: CFGB PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Electronic Network Monitoring Logs

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Grain Commission

Chapter 29

Particular Banks

Employee Personnel Record - Satellite files Description: This bank provides a summary record of an individual's employment with government institutions. It is maintained for the purpose of facilitating personnel administration, Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are coordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex: Social Insurance Number: Personal Record Identifier; home address; citizenship; education, including transcripts, certificates and diplomas; nongovernment employment history; career resumés and references; geographical and organization location; appointments transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages, discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Class of Individuals: Employees of the institution. Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of

employment and superannuation. Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance, as well as to verify employment references. Information is also provided to Public Works and Government Services Canada to facilitate payment of salaries; to various provincial health insurance plans; to group insurers. where applicable; to unions for dues check-off purposes and to Human Resources Development Canada for pension purposes. Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action. the time limit for disposal is that specified in applicable collective agreements or three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. TBS Registration: 005121 Bank Number: CGC PPE 805

Training Database

Description: This bank contains personal data including course applications and evaluations; Personal Record Identifier; employment equity target group status; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. Class of Individuals: Employees of the institutions. Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs, including those related to employment equity, within government institutions. Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees. To link voluntary self-identification data to information contained in other banks for the purpose of implementating and evaluating government policies relating to employment equity programs. *Retention and Disposal Standards:*Records are destroyed two years after completion of the particular training and development undertaken by an employee. *TBS Registration:* 005122 *Bank Number:* CGC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standards Banks and a description of their contents.

Pay and Benefits

Canadian Heritage

Chapter 30

Particular Banks

Accounts Payable/Employee Accounts Description: This bank contains authorizations. advances, claims, supplier invoices, travel arrangements and itineraries, correspondence concerning travel, relocation or posting of employees, expense reports, receipts, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, other payments and cheque requisitions. Records of transactions also exist in automated form in the Accounts Pavable Sub-system, Individuals seeking access to this bank should specify whether they are an employee, contractor or claimant and provide details of the payment such as location, type and dates. Class of Individuals: Employees claiming travel and hospitality expenses, relocation expenses, education course fees, isolation allowances and membership fees, awards, ex gratia and other sundry payments; suppliers of goods and services provided to the Department; and individuals on contract. Purpose: The purpose of this bank is to support the accounts payable/employee accounts function, which is to make non-payroll payments in accordance with authorizations. Consistent Uses: The records are used to substantiate and issue cheques for the above-noted supplier invoices, expenses, fees, claims and other payments; for planning, budgeting and audit purposes; and to provide reports concerning international travel, first class and business class air travel, child care expenses, extended travel versus short-term relocation and the use of private vehicles to the Treasury Board Secretariat, as requested. Limited information is disclosed to Public Works and Government Services Canada to facilitate cheque issue. Retention and Disposal Standards: The records are retained for six fiscal years following the fiscal year during which the claim was settled. PAC Number: 86-001 Related to PR#: CH ARO 095 TBS Registration: 002162 Bank Number: CH PPE 804

Career Management

Description: This bank contains personal information on employees, specifically career profiles and curriculum vitae, as well as all other documentation related to

employee career plan training and development, secondments, or appointments. This information has been collected by means of a questionnaire and interviews or compiled from employee files or automated data systems. Class of Individuals: Employees of the Department. Purpose: The purpose of this bank is to record data essential for the Administration of the Career Management program. It also aims to ensure efficient use of human resources and to increase the productivity and satisfaction of employees in the workplace. Consistent Uses: The information gathered will be used to counsel employees participating in the Career Management Program. The information may also be used to assess the compatibility between the employee profile and workplace profile. Retention and Disposal Standards: Records are destroyed two years after the employee has left the Department. Records will be kept for employees remaining with the Department. PAC Number: 86-001 TBS Registration: 002074 Bank Number: CH PPE 801

Security Services Investigation Files

Description: This bank contains personal information on individuals who have been involved in criminal and miscellaneous incidents or security violations and infractions investigated by Security Services. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Persons are identified by date of birth, name and initials. The report in which they are mentioned is identified by the assigned file index number, the type of incident or infraction and the date of its occurrence. Information in this bank may be maintained on paper documents and automated form. Class of Individuals: Employees of the Department and contractors dealing with the Department. Purpose: The purpose of this bank is to record information on security violations and infractions in order to evaluate trends in criminal activities, assess awareness and application of security measures and determine the need for and nature of disciplinary action. Consistent Uses: This information is used by departmental authorities to support decisions regarding disciplinary measures, security and reliability screening, criminal actions, investigations, and suppression of crime, as

well as for planning, evaluation and statistical purposes. *Retention and Disposal Standards:* The information in this bank is retained for two years following an employee's termination with the Department and five years for cases where a person is not an employee of the Department, it is then destroyed. *Related to PR#:* CH ARO 095 *TBS Registration:* 002165 *Bank*

Number: CH PPE 803

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Human Rights Commission

Chapter 31

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Human Rights Tribunal

Chapter 32

The Canadian Human Rights Tribunal is subject to the Privacy and Access to Information Acts.

Canadian Institutes of Health Research

Chapter 33

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian International Development Agency

Chapter 34

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian International Trade Tribunal

Chapter 35

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. **Class of Individuals:** Tribunal employees. **Purpose:** The purpose of this bank is to maintain information about potential and actual conflict of

interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. *PAC*

Number: 85-001 TBS Registration: 002489 Bank

Number: CTT PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Museum of Civilization

Chapter 36

Particular Banks

Vehicle Accidents

Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned and leased vehicles, as well as privately-owned vehicles used on official business. Class of Individuals: This bank relates to individuals employed by the CMCC. Purpose: To determine liability for such accidents and to approve damage settlements. Retention and Disposal Standards: Two years after the settlement of individual claims, after which the files are destroyed. PAC Number: 86-001 TBS Registration: 000380 Bank

Number: CMC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Museum of Nature

Chapter 37

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Nuclear Safety Commission

Chapter 38

Particular Banks

Advisory Committee Members

Description: The CNSC maintains two advisory committees whose members come from industry, universities and other institutions. The committees report to the President of the CNSC. Class of Individuals: Radiological and nuclear safety specialists. Purpose: The purpose of this bank is to records information relating to the recruiting of members, and may include names and details concerning present employment and experience. Retention and Disposal Standards: Records are retained for two years before being transferred to the National Archives of Canada. PAC Number: 91-024 TBS Registration: 004116

Bank Number: AEB PPE 801

CNSC Inspectors: Certification Record

Description: CNSC staff may act as inspectors under the Regulations. Personal data of staff so designated remain in the individual's personal file, but correspondence relating simply to appointment is a separate bank. Class of Individuals: Employees of the CNSC. Purpose: The principal purpose of the bank is to provide an up-to-date status of appointments and it contains only names and subject area for inspection purposes. Retention and Disposal Standards: Records are retained for 5 years and then destroyed. TBS Registration: 004118 Bank Number: AEB PPE 803

Radiation Exposure Records: CNSC Staff

Description: This bank contains a record of doses received by CNSC employees.. Values are cumulated on a periodic basis. Class of Individuals: Employees of the CNSC. Purpose: The purpose of the bank is to maintain a record of doses received by CNSC staff while carrying out their duties. Retention and Disposal Standards: Records are kept for 75 years. PAC

Number: 91-024 TBS Registration: 004117 Bank

Number: AEB PPE 802

CNSC Leadership Assessments

Description: This bank contains information related to the assessment of management leadership competencies and the early identification of management potential at the CNSC. It contains Candidate Assessment Reports, scores and narrative descriptions related to various self-analysis and assessment centre analysis tools, biographical and position related information of the candidates, and other related information. Candidates are identified by number only. Class of Individuals: CNSC management. Purpose: This bank will contain information on individuals' leadership and management competencies. Such information will be used in development, training, succession planning, assignment, and selection decisions. Retention and Disposal Standards: Records are retained for 7 years and then destroyed. TBS Registration: 004119 Bank Number: AFB PPF 804

Medical Records

Description: This bank contains the following types of information: medical, laboratory tests and reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. Class of Individuals: Federal public servants and former public servants. Purpose: The purpose of this bank is to maintain occupational health records for federal public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment and periodic medicals, first aid treatment in the work place. Consistent Uses: To establish that the worker is fit for the job. Retention and Disposal Standards: Records are retained until the person reaches age 75, if no longer employed by the CNSC. If the employee is 70 years of age or over, the file will be retained for five years after the last examination. Upon expiry of the retention period, the records will be destroyed by the CNSC. TBS

Registration: 004120 Bank Number: AEB PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Equity Program

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Polar Commission

Chapter 39

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Identification and Building-Pass Cards

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Canadian Radio-television and Telecommunications Commission

Chapter 40

Particular Banks

Deployments

Description: The purpose of this bank is to maintain an inventory of candidates interested in deployments. It includes résumés from public servants, including letters of reference, proof of education and second language skills. **Class of Individuals:** Public servants within and outside the Commission. **Purpose:** The bank would identify potential employees for deployment to jobs within and outside the Commission. **Consistent Uses:** None. **Retention and Disposal Standards:** Records will be retained for two years and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 003266 **Bank**

Number: CRT PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Security Intelligence Service

Chapter 41

Particular Banks

Classification Redress

Description: This banks contains CSIS positions classification redress requests, acknowledgment letters, Redress Committee reports, decision notification memoranda and any other recorded personal information pertaining to the resolution of the request. Individuals must identify the position number and the approximate date of the redress request to locate and retrieve the information of interest. Class of Individuals: CSIS employees. Purpose: The purpose of this bank is to facilitate access to personal information obtained or prepared in the course of resolving a redress request. Consistent Uses: Information in this bank may be used in the resolution of any subsequent grievance or appeal relative to the CSIS position classification. Information in this bank may also be used for research, planning, audit and statistical purposes. Retention and Disposal Standards: Records are destroyed five years after the most recent administrative activity in relation to an individual case. TBS Registration: 003631 Bank Number: SIS PPE 830

Conduct and Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct in respect to terms and conditions of employment; testimony by witnesses; legal opinions; investigations of possible breaches of conduct and analysis reports of these investigations. It is important to note that notices of disciplinary action are attached to the Employee Performance File. Class of Individuals: Employees of CSIS, other than persons attached or seconded to the Service. Purpose: The purpose of this bank is to maintain information used in disciplinary actions in CSIS and to determine the need for and nature of disciplinary actions. Consistent Uses: To support decisions on pay and benefits; attendance and leave; internal security; transfer, demotion and termination of employment. This information may also be used for research, audit, planning, evaluation and statistical purposes. Retention and Disposal Standards: Reviewed for disposal two years following

the date of the disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, or a breach of conduct allegation is determined to be unfounded, the documentation of the action concerned may be immediately destroyed following a written request from the employee concerned. **TBS Registration:** 002144 **Bank Number:** SIS PPE 817

Conflict of Interest

Description: This bank contains (1) documents indicating that an employee has read and understood CSIS Conflict of Interest (COI) policy and agrees to respect such policy as a condition of employment and indicating whether or not an employee has assets or interests incompatible, or potentially incompatible, with the performance of their duties: (2) confidential reports of assets or interests incompatible, or potentially incompatible, with the performance of their duties; (3) investigation reports and correspondence about real, potential or apparent conflicts of interest emanating from an incompatibility, or a potential incompatibility, between an employee's personal affairs and the performance of their duties. Class of Individuals: Employees of CSIS. Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood CSIS COI policy and agreed to observe it as a condition of employment; (2) about real, potential or apparent conflict of interest situations for CSIS employees; (3) to record real, potential or apparent conflicts of interest; (4) to record any post-employment compliance action required of the employee. Consistent Uses: To resolve situations of real, potential or apparent conflict of interest and to support decisions on transfers and discipline if conflicts of interest exist and are not resolved. To enable designated officials to determine whether a former employee, to whom post-employment compliance measures apply, is in compliance. Information in this bank may also be used for audit purposes. Retention and Disposal Standards: Retained by CSIS for the duration of employment plus two years after which the records are reviewed for disposal. TBS Registration: 003299 Bank Number: SIS PPE 826

CSIS Personnel Services

Description: This bank contains personnel characteristics, including age and gender, personnel record identifier; home address; citizenship; education, including transcripts, certificates and diplomas; official languages, including records of course enrolment, attendance, applications and qualifications, language requirements of positions and bilingual bonus; non-government employment history; career resumes and references; geographical and organizational location; appointments, transfers; performance reviews and employee appraisals, including the level of employee's work performance in terms of skills, abilities, accomplishments, interests, and any management level assessments, both internal and external; promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, publications, patents and awards; passports and firearm permits related to employment; and termination of employment, including certificates and reasons for termination. In addition, this bank contains information on the examination, recommendations and any corrective measures taken by CSIS as a result of complaints made under the Official Languages Act. Individuals must state their involvement in the official languages complaint process to search and retrieve the records of interest. If interested, individuals must provide the approximate date of their management level assessment to retrieve this record from storage. This bank also contains a summary of records of decisions relating to staffing; attendance and leave, including the record of leave and attendance and physician certificates associated with sick leave; medical information for evaluation of benefit entitlements or for management decisions such as transfers or dismissals for medical reasons; succession planning, training and development; decisions concerning compensation and fitness for work; discipline; and level of security clearance. The major series of information concerning these topics is, however, found in the various other particular banks. Class of Individuals: CSIS employees and some job applicants (i.e. regarding official languages matters). Purpose: To facilitate the CSIS administrative and operational human resources program. Consistent Uses: Information in this bank may be used to ensure that human resourcing actions within CSIS are coordinated and authenticated in the interests of both the employee and CSIS, including decisions on staffing, succession planning, health reviews, employee assistance, employment equity and multiculturalism, pay and benefits, training and development, occupational health and safety, official languages, discipline, level of

security clearance and pension purposes. Information in this bank may also be used to verify employment references, and to draft letters of appreciation and letters of condolence when applicable. Information in this bank may be disclosed to Human Resources Development Canada, The Public Service Commission. public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies on a strict need-to-know basis. This system may be used as a source of information for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Official Languages Reporting System, Mobility File, Entitlements and Deductions System, Leave Without Pay System, Training and Development Information System, Career Management System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission or Treasury Board Secretariat. Information in this bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages for the purposes of administering human resources and compensation activities are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. Retention and Disposal Standards: The CSIS employee personnel records are retained by CSIS at least until the individual reaches 90 years of age and 2 years have elapsed since the last administrative action or death occurred. When the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and when the record has not been so designated, it shall be destroyed. The official languages record is retained by CSIS for five years after the last documentation then destroyed. Information concerning official languages course enrolment, attendance, applications and qualifications are destroyed two years after the date of the last correspondence. Records relating to performance reviews and employee appraisals are retained five years after termination of employment then reviewed for disposal. TBS Registration: 003784 Bank Number: SIS PPE 808

Employee Assistance

Description: This bank contains information treated in a confidential fashion that is relative to participation in an Employee Assistance Program (EAP) including records obtained or prepared under contract; notice of voluntary referral; records of reference to, or reports and correspondence from health professionals. Class of Individuals: Employees, retired employees, their spouses and immediate family members. Purpose: The purpose of this bank is to record information necessary to the administration of the Employee Assistance Program. Consistent Uses: To support decisions regarding employee assistance measures.

This information may also be used for research, audit, planning, evaluation and statistical purposes. *Retention and Disposal Standards:* Retained a minimum of two years after the date of the most recent reference to employee assistance then reviewed for disposal. *PAC Number:* 86-001 *TBS Registration:* 002147 *Bank Number:* SIS PPE 820

Employee Security (formerly Security Clearances) Description: This bank contains completed personal histories: summaries of Canadian Security Intelligence Service (CSIS), previously RCMP Security Service investigations; fingerprint cards; criminal histories; social insurance number, security briefings and correspondence related to the security clearances of employees, polygraph testing, including the results of polygraph examinations. Notation of level of clearance may be attached to the Employee Personnel Record. This bank also contains information on holiday travel where personnel security may be a concern, EDP audits and correspondence related to the employee. Class of Individuals: Employees of CSIS and applicants for employment, as well as contract and company personnel working under federal government contracts. Purpose: The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for employees in respect to terms and conditions of employment as it relates to the personnel management of employees; to determine the level of security clearance and to provide information for the administration of government security measures. Consistent Uses: To support decisions on transfers, promotions, discipline, and continuation/ termination of employment, the issuance of identification and building pass cards and to assist CSIS employees to identify other employees as persons authorized to be on CSIS premises. Information in this bank may also be used to ensure the terms and conditions of employment are adhered to as it relates to the personnel management of employees. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the provisions of the Privacy Act. This information may also be used for research, planning, audit, evaluation and statistical purposes. Retention and Disposal Standards: Information in this bank is retained until the individual is no longer employed by CSIS, then the information is destroyed after seven years. Information on unsuccessful applicants as well as contract employees is maintained for a minimum of ten years, then destroyed. TBS Registration: 002142 Bank Number: SIS PPE 815

Employees' Association

Description: This bank contains information on employees who have requested assistance from the CSIS Employees' Association, and includes documents or data relating to the resolution of complaints, grievances

and/or disciplinary actions. Class of Individuals: All non-unionized employees, including term employees after six cumulative months of employment, except employees in the management cadre where the retention period exceeds the date the employee entered the management cadre. *Purpose:* The purpose of this bank is to maintain records relating to the representation of employees in the resolution of their complaints or grievances, including those concerning the application of Human Resource policies, and assistance provided to employees facing potential disciplinary action. Consistent Uses: Only for administration within the Employees' Association. Retention and Disposal Standards: As a requirement of the Privacy Regulations. information is retained a minimum of two years after all avenues of appeal have been exhausted. The documentation may be immediately destroyed following a written request from the employee concerned. PAC Number: 96-012 TBS Registration: 003970 Bank Number: SIS PPE 831

Employment Equity and Multiculturalism Programs Description: The bank contains personal information on employees and employment equity initiatives which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to voluntarily identify themselves, whether they are an aboriginal person, and whether they have a disability or are a member of a visible minority group. Class of Individuals: Employees of the Service. Purpose: This bank provides documentation for the implementation of the employment equity policy in CSIS. Data is collected to provide a comprehensive picture of employees by designated group status (e.g. women, aboriginal people, persons with disabilities and members of visible minority groups). This information is used to compile a personnel profile of employees and to compare the situation of designated group members with non-designated group members within the Service and with their counterparts in the Canadian labour market. All linkages for the purpose of administering the employment equity program are in compliance with the provisions of the Employment Equity Act and the Privacy Act. Consistent Uses: The department may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for the Service's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups are equitably represented in the Service. Information in this bank may also be used for audit purposes, and for policy and planning purposes related to employment equity. Retention and Disposal Standards: Individual employment equity records are retained for a minimum of two years, then reviewed for disposal. TBS Registration: 002133 Bank Number: SIS PPE 824

Grievances and Adjudications

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and correspondence about grievances and adjudications. Class of Individuals: Employees of CSIS. Purpose: The purpose of this bank is to record information used in the grievance and adjudication process through all levels up to and including the Public Service Staff Relations Board. Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances, up to the point of referral to the Public Service Staff Relations Board. This information may also be used for research, audit, planning, evaluation and statistical purposes. Retention and Disposal Standards: Records related to grievances and adjudications are retained for five years after a final resolution of the matter has occurred, then reviewed for disposal. TBS Registration: 002143 Bank Number: SIS PPE 816

Harassment and Discrimination in the Workplace **Description:** This bank contains letters of complaint regarding incidents of harassment and/or discrimination; records of interviews both with complainants and alleged harassers; records of interviews with witnesses to incidents; summations of management investigations and analyses of events and records of decisions taken about particular incidents. Such information must be retained as a separate record and not placed on the complainant's Employee Personnel Record. When a disciplinary action results from an investigation, information may be transferred to the Conduct and Discipline bank. (SIS PPE 817). Class of Individuals: Employees of CSIS. Purpose: The purpose of this bank is to record information necessary for dealing with complaints of harassment and/or discrimination in the workplace, to make decisions in specific instances on whether or not harassment and/or discrimination is occurring, and when this is the case to determine the appropriate action, including disciplinary action, to be taken to end a harassment and/or discrimination situation. Consistent Uses: To support decisions resulting from the investigation and analysis of complaint. Retention and Disposal Standards: Records are reviewed for disposal two years after the most recent administrative activity in relation to an individual case. TBS Registration: 003298 Bank Number: SIS PPE 825

Health Services

Description: This bank contains psychological assessments, health reviews and medical records not considered to be occupational health-related. Please note that disclosure of psychological and medical tests are achieved through your personal examination of the test(s) in the presence of a designated practitioner. Instructions on how to contact the designated practitioner will be issued during the access request

process, unless you specify that you do not want access to one or either of the tests. Class of Individuals: CSIS employees and their immediate families or relatives. Purpose: To determine an employee's capabilities to perform their duties on a regular and consistent basis, relative to their health; to make recommendations regarding staffing or posting where their health is a determining factor; entitlement to sick leave; eligibility for insurance coverage, and to assess a candidate's personality attributes against those identified for particular functions. Consistent Uses: Information in this bank may be used in redress or grievance processes, staffing, and administration of the pay and benefits programs. Information may be used by medical practitioners for continuity of treatment, or by physicians and psychologists appointed as a Health Evaluation Committee. Information in this bank may be used to determine eligibility for a disability pension by the Canada Pension Commission. Information may also be used for audit, planning, evaluation and statistical analysis. All linkages for the purposes of administering the human resources and pay and benefits programs are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Records are retained at least until the individual reaches the age of 90, and two years have elapsed since the last administrative action. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. TBS Registration: 003300 Bank Number: SIS PPE 827

Honours/Incentive Awards

Description: This bank contains information on employees who have been nominated for awards under the CSIS Employee Recognition Awards Plan and individuals who have participated in CSIS scholarship awards. Such information may include curricula vitae, narratives in support of meritorious contributions related to their duties, or suggestions for improvement of public service or CSIS operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. This bank also contains personal information on the Humanitarian Award, the Long Service Award and the Sir William Stephenson Award. Class of Individuals: CSIS employees who were either nominated for, and/or participated in the CSIS honours and incentive awards programs, CSIS Employee Recognition Awards, and individuals who have applied for the Sir William Stephenson Award. Purpose: To identify individuals for awards under the CSIS honours/incentive awards program; Employee Recognition Awards Plan; or for receiving the Sir William Stephenson award. Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. This information may be used as a source of information or for linking with all

other government institutions participating in the CSIS Employee Recognition Awards Plan for the purpose of determining whether the individuals suggestion or application for an award is unique and/or is deserving of an award. The Department of Public Works and Government Services issues cheques and uses the SIN for income tax purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes. Retention and Disposal Standards: CSIS Employee Recognition Awards records are retained for 12 years and then reviewed for transfer to National Archives. However, rejected suggestions and nominations are retained for two vears. The files are transferred to the National Archives of Canada if employee suggestions lead to significant policy changes. PAC Number: 86-001 TBS Registration: 002152 Bank Number: SIS PPE 822

Occupational Safety and Health

Description: This bank contains accident and occupational injury or illness investigation reports which are retained by CSIS in Health Services. First Aid Treatment records are retained in the employee's Health Services medical file. Information in this bank includes complaints brought before the Occupational Safety and Health Committee, its findings, recommendations and related correspondence. Records, including claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada (Government Employees Compensation Records bank number HRDC PCE 701) or in the provincial agency handling the matter. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in bank SIS PPE 814. Class of Individuals: Employees of CSIS. Purpose: The purpose of this bank is to provide documentation for the administration of occupational safety and health programs in CSIS, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and cases of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of the CSIS safety and health program. Consistent Uses: To support decisions relating to workers' compensation (including provincial workers' Compensation Board) and injury-on-duty leave; pay and benefits; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. This information may also be used for research, audit, planning, evaluation and statistical purposes. Retention and Disposal Standards: Records related to accidents or occupational injuries

and illnesses are retained by CSIS at least until the individual reaches 90 years of age and two years have elapsed since the last administrative action or death occurred. *TBS Registration:* 002140 *Bank Number:* SIS PPE 813

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set out pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. The bank may also include orders for garnishment. attachment, and diversion of funds (N.B. Earnings and superannuation records are attached to the Employee Personnel Record), Class of Individuals: Employees of CSIS Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown and, where applicable, to enable execution of orders of garnishment, attachment, or diversion of funds in accordance with the Garnishment, Attachment, or Pension Diversion Act, Information is also provided to Department of Public Works and Government Services to facilitate payment of salaries to various provincial health insurance plans, to group insurers where applicable, and to unions for dues check-off purposes. Information in this bank may also be used for budget purposes. This information may also be used for research, audit, planning, evaluation and statistical purposes. Retention and Disposal Standards: Records reflecting rates of pay, statements of hours worked and other routine pay documents are reviewed for disposal two years after expiry of the fiscal year for general pay, deduction documentation and correspondence, except in instances where there is a need to settle overpayments, to collect debts owed the Crown or to enforce orders of garnishment, attachment or diversion of funds, in which case records are retained until the overpayment is settled, the debt collected or the garnishment, attachment or diversion order is no longer in force. All other personnel pay records are retained until the individual reaches 90 years of age and two years have elapsed since the last administrative action or death has occurred. TBS Registration: 002130 Bank Number: SIS PPE 823

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles;

competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; rating board assessments, including evaluation reports and evaluation notes from staffing boards; examination papers and test results, including results of psychological testing: eligibility lists: offers of employment: notices to candidates; notices of right of appeal and appeal documents; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. An employee who wants access to information about herself/himself from a competition file must provide the competition number to locate and retrieve the information of interest. Records in the bank contain a variety of personal information which may include age, sex, education levels and/or work experience. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) Class of Individuals: Employees of CSIS. Purpose: The bank provides a record of the information used in staffing positions in CSIS. Consistent Uses: To select candidates, staff positions and process appeals for appointments and promotions. Access procedures: competition number, where applicable, should be quoted. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Official Languages Information System, Mobility File, Leave Without Pay System, Position Information Collection System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. Retention and Disposal Standards: Records are retained for a minimum of two years after the eligible list for a staffing action expires, or two years after any other administrative action, then reviewed for disposal. TBS Registration: 002136 Bank Number: SIS PPE 809

Training and Development

Description: This bank contains personal data including course applications and evaluations; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to the participation of employees in training and development activities, sponsored by the government as well as operated by private organizations. This bank contains the social insurance number of employees who participated in the Education Subsidization Program. It also includes information on employees who have participated in Public Service Commission (PSC) courses. The information is collected under the

authority of the Public Service Staff Relations Act and the Public Service Employment Act. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Personnel Services Bank. Class of Individuals: Employees of CSIS. Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within CSIS. Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Documentation respecting the administration of the employee's pay is also contained in the Pay and Benefits Bank. Information may be provided to the Employment Equity Program Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Official Languages Information System, Intelligence Officer Career Progression Program, Leave Without Pay Systemand the Position Information Collection System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. This information may also be used for research, audit, planning, evaluation and statistical purposes. Retention and Disposal Standards: General records on individual courses are kept for two years. Lists of individual employee's courses are retained until the employee reaches 90 years of age. Records on specialized training are retained for ten years and then transferred to be the National Archives of Canada. TBS Registration: 002138 Bank Number: SIS PPE 811

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. Class of Individuals: Employees of CSIS. Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of CSIS employees. Consistent Uses: To administer the travel and relocation functions with respect to their approval, as well as posting authorizations, advances and claims. This information may also be used for research, audit, planning, evaluation and statistical purposes. Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. TBS Registration: 002146 Bank Number: SIS PPE 819

Unlawful Conduct Investigations

Description: This bank contains allegations, investigational reports, interviews, reports to the Solicitor

General of Canada and related correspondence collected, pursuant to subsection 20(2) of the Canadian Security Intelligence Service (CSIS) Act, of activities by CSIS employees who may have acted unlawfully in the performance of the duties and functions of the CSIS under the CSIS Act. Class of Individuals: Individuals involved in investigations conducted under subsection 20(2) of the CSIS Act. Purpose: To determine the validity of allegations of unlawful conduct by CSIS employees and to take appropriate corrective measures if required. Consistent Uses: Information in this bank may be disclosed to the Attorney General of Canada. the relevant law enforcement agency when necessary, and to the Security Intelligence Review Committee or Inspector General for review or to meet reporting requirements. Information in this bank may be used in disciplinary and conduct processes under the CSIS Act. This information may also be used for the management of CSIS, research, audit, planning, evaluation and statistical purposes. Retention and Disposal Standards: All files are transferred to the National Archives of Canada after 12 years, taking care to delete the individuals' names. PAC Number: 86-001 TBS Registration: 002761 Bank Number: SIS PPE 832

Vehicle, Ship, Boat and Aircraft Accidents
Description: This bank contains reports on accidents; claims of damages; legal decisions; settlement transactions and correspondence concerning accidents involving government-owned/leased vehicles, ships, boats and aircraft as well as privately-owned vehicles, ships, boats and aircraft used on official business. This bank also contains claims for and any ex-gratia

payments made to individuals. Records concerning occupational health and safety, as well as authorization of leave and benefits associated with work-related injury or illness are retained in bank SIS PPE 813. The vehicle code number should be provided to facilitate retrieval from the information storage system. Class of Individuals: Individuals involved in vehicle, ship, boat or aircraft accidents involving employees of CSIS and individuals involved in claims for ex-gratia payments. Purpose: The purpose of this bank is to maintain information regarding vehicle, ship, boat and aircraft accidents involving employees of CSIS. Consistent Uses: To determine liability for such accidents and to approve damage settlements. Information may be placed on the employee personnel record. This information may also be used for research, audit, planning, evaluation and statistical purposes. Retention and Disposal Standards: Five years after the settlement of individual claims or, if injuries are caused resulting from the accident, personal information is retained ten years providing Labour Canada or Health and Welfare Canada has original or pertinent documents, or are retained six years after claims against the Crown are finalized. TBS Registration: 002141 Bank Number: SIS PPE 814

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Parking

Canadian Space Agency

Chapter 42

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Tourism Commission

Chapter 43

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Transportation Agency

Chapter 44

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Electronic Network Monitoring Logs

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Canadian Wheat Board

Chapter 45

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Employee Personnel Record

Harassment

Pay and Benefits

Citizenship and Immigration Canada

Chapter 46

Particular Banks

Career assignment / secondment inventory Description: This bank may include the following documents: two or more of the most recent evaluations, and a resume, if available, Class of Individuals: Employees in Citizenship and Immigration Canada. Purpose: The information in this bank will be used for referrals for assignments or secondments by user managers. Consistent Uses: The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firms for evaluation, statistics, research and planning. The information may be used also for an alternate exchange program, a variety of workforce adjustment services such as career or financial counselling, outplacement initiatives, workshops or seminars about career transition, job fairs, etc., as well as for statistical purposes or to evaluate the effectiveness of the program. As well, for those employees who consent, it may be used by the bargaining units also for workforce adjustment related services. Retention and Disposal Standards: The retention period is five years. TBS Registration: 002006 Bank Number: CIC PPE 802

Employee Assistance Program

Description: This bank contains information pertaining to a voluntary confidential counselling service offered to Citizenship and Immigration Canada employees. Employees requiring counselling contact directly the consultant whose services have been retained by Citizenship and Immigration Canada for the purpose of the Employee Assistance Program (EAP). Records relating to the counselling session are maintained with the consultant and not held at Citizenship and Immigration Canada in order to guarantee the confidentiality of the consultation. Class of Individuals: Citizenship and Immigration Canada employees. Purpose: The purpose of this bank is to: a) record information necessary for the administration of the EAP; b) determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs; c) ensure continuity of service to employees. Consistent Uses: To support decisions regarding employee assistance

measures; to undertake a systematic evaluation of the EAP and provide statistical reports to Citizenship and Immigration Canada in a format that ensures the confidentiality of the individuals who have requested the service. Retention and Disposal Standards: Records relating to counselling sessions of employees are kept by the consultant for two years following the date of the last counselling session. The records are then destroyed by the consultant in a manner to ensure that confidentiality is not breached. Upon termination of the contract, records containing personal information with respect to Citizenship and Immigration Canada employees will be transferred to the new EAP provider, or other designated professional, with the employee's written consent. TBS Registration: 003324 Bank Number: CIC PPF 801

Human Resources Planning Information Program (HRPIP)

Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on CIC positions, employees, staffing action/ adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, scholarship, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed). Class of Individuals: Files and data on employees of the Department whether indeterminate, term, casual, full-time or

part-time. Purpose: To assist managers in the preparation of their Human Resources Plans. Consistent Uses: To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports, e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/ completed, overview of employee age/service (possible retirement projections). Retention and Disposal Standards: Retained for a minimum of two years following last action: Since July 1, 1998 this special data bank has remained inactive in the departmental data warehouse pending its transfer within the PeopleSoft system. In the meantime, some ad hoc retrieval activities are being done to support human resources planning analysis. As an interim measure. the database dealing with the Employee guestionnaire information is considered to be reactivated. TBS Registration: 003331 Bank Number: CIC PPE 812

Occupational Safety and Health

Description: The bank contains accident and occupational injury or illness investigation reports, related correspondence and copies of the supervisor's Accident Investigation report, which are retained by institutions in the appropriate responsibility centre and fitness and lifestyle evaluations. First Aid Treatment records are also retained by the institution in accordance with Treasury Board policy. Records, including medical documents about individuals; claims for compensation; related correspondence and records of monies paid are held by Human Resources Development Canada. Records of occupational health evaluations and all personal medical data are retained by the Medical Service Branch, Health Canada under medical confidential status. Environmental surveys, fitness and lifestyle surveys, are also retained by the institution. Records concerning the occurrence, investigation and settlement of vehicle accidents are retained in Standard Bank PSE 908. Class of Individuals: Employees of the institution. Purpose: To provide documentation for the administration of occupational safety and health programs in government institutions, including accident prevention, health protection and authorization of leave and benefits associated with work-related injury or illness. Safety and health details and causes of accidents/injuries for accident prevention and health protection purposes are also recorded to support the effective administration of each institution's safety and health program. Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities

arising out of, or aggravated by, conditions of work: to establish that individuals subject to certain identified health or safety or to that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. Information is shared with Health Canada HCan PCE 701. Retention and Disposal Standards: Retained for five years for first aid treatment records; two years for accident and occupational injury or illness investigation reports, including related correspondence and the supervisor's Accident Investigation Report, or ten years for those specifically identified reports, after which the records are destroyed. Records held by Human Resources Development Canada and Health Canada are retained for the periods specified in the relevant bank descriptions. Related to PR#: HCan PCE 701 TBS Registration: 003330 Bank Number: CIC PPE 811

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Commission for Public Complaints Against the RCMP

Chapter 47

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Communication Canada

Chapter 48

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. **Employee Personnel Record**

Copyright Board Canada

Chapter 49

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Correctional Service of Canada

Chapter 50

Particular Banks

Awards and Honours

Description: This bank contains records on the administration of departmental and Treasury Board programs on decorations and awards presentations. Class of Individuals: Employees of the Correctional Service of Canada. Purpose: To identify individuals who have been nominated for or have received awards and/or decorations. Consistent Uses: Law enforcement agencies, Provincial Authorities. Retention and Disposal Standards: Records are retained for six years and then destroyed. Files affecting precedence must be transferred to the control of National Archives upon expiry of the retention period. Rejected suggestions and nominations are destroyed 2 years after last administrative use. PAC Number: 98-005 TBS Registration: 004033 Bank

Number: CSC PPE 801

Tuberculosis Assessment Records

Description: This bank contains some or all of the following types of information: demographic information, past and current medical history including Tuberculosis medical history, Tuberculosis symptoms, documentation of Mantoux skin tests and other information relating to the Correctional Service of Canada's Tuberculosis Prevention and Control Program. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. Applications can be sent either to the Access to Information and Privacy Division of the Correctional Service of Canada (CSC) or of Health Canada, or to the Health Canada occupational nurse. Class of Individuals: Past and present employees of the CSC. Purpose: The purpose of this bank is to maintain records of all Tuberculosis assessments for employees of the Correctional Service of Canada, to monitor the implementation of Tuberculosis control and prevention activities and provide statistical information for scientific decision making. Consistent Uses: Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be shared with provincial medical officers of health. Retention and Disposal Standards: Records are

retained until the employee reaches 75 years, or, if 70 years of age or over, they are retained for five years after the last assessment. Upon expiry of the retention period, some of these records will then be held by the National Archives of Canada for archival purposes and the remainder will be destroyed. **TBS Registration:** 003906

Bank Number: CSC PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Defence Construction Canada

Chapter 51

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. Class of Individuals: Departmental employees. Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. Consistent Uses: To support decisions on transfers, discipline and termination of employment. Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. PAC Number: 85-001 TBS Registration: 000693 Bank Number: DCC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Employee Assistance

Employee Personnel Record

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Department of Finance Canada

Chapter 52

Particular Banks

Access Control and Identification Cards Description: This bank contains photographs, signatures, surnames and given names, and card numbers for TBS/Finance staff and others who occupy TBS/Finance sites or who require routine access. The bank also contains information related to the access/egress to the sites. The identification/ access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full name or access card number. The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by: means of identification forms, correspondence, videocassette or camera. Class of Individuals: Employees of TBS/Finance and other departments who occupy or visit TBS/Finance sites as well as contractors who require access to the building on a routine basis. Purpose of the Bank: The purpose of this bank is to maintain information related to the issuance.

cancellation and use of identification and access cards. For safety and security reasons the cards are used to control building access and access to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings. Consistent Uses: For safety and security reasons, the information is used to: control access and egress to certain facilities, provide for the security of TBS/Finance employees and property, produce reports for statistical analysis or for incident investigation, and issuance of identification and access control cards. Retention and Disposal Standards: Types of information related to access and egress of TBS/Finance facilities is collected, stored on an automated database solely for safety and security reasons is retained for two years for incident investigation purposes and is then destroyed. Information collected during silent hours and on entry control logs is retained for two years for investigation purposes and is then destroyed. Videocassette images are retained for up to 7 days and destroyed unless required for incident investigation purposes. All other records are retained for five years after release from the Department and are

then destroyed. Records, other than video images, are accessible by providing full name and PRI. PAC Number: 98/001 TBS Registration: 005099 Bank

Number: FIN PPE 816

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Department of Foreign Affairs and International Trade

Chapter 53

Central Banks

Personnel Administration:

Non-Foreign Affairs Appointments

Description: The bank contains records pertaining to individuals who have been posted to a mission abroad. The information in the bank relates to the appointment, personal characteristics and administrative posting arrangements for the individual. Class of Individuals: Federal government employees who are not employees of the Department of Foreign Affairs and International Trade (DFAIT) who have been posted to a mission abroad. Purpose: The purpose of this bank is to retain information relevant to the policies and procedures concerning the posting to a Canadian diplomatic mission abroad of federal government employees other than employees of DFAIT. Retention and Disposal Standards: Information is retained in the bank for two years after the completion of the individual's posting and then destroyed. TBS Registration: 000350 Bank Number: EAC PCE 701

Particular Banks

Security and Personal Safety of Employees

Description: This bank contains detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Information in the bank is provided by federal government employees and third-party sources in Canada and abroad. Individual employees would be

mentioned only incidentally, for instance as the source of information and would not be the reason for assembling material in this bank. Class of Individuals: Canadian government employees who have been assigned to a Canadian mission abroad. Purpose: The purpose of this bank is to retain detailed information concerning each Canadian mission abroad, including records covering the various facets of security of personnel, information and Canadian Government property. Retention and Disposal Standards: These records are retained indefinitely. TBS Registration: 000352 Bank Number: EAC PPE 802

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are a native person, if they have a persistent disability, or form part of a visible minority. The social insurance number or an employee number may be used to identify employees in instances where government institutions are not able to employ an anonymous questionnaire as well as when these identifiers are required to locate employee records. Class of Individuals: Departmental employees. Purpose: This bank provides documentation for the implementation of the employment equity policy in government institutions falling under the Public Service

Staff Relations Act, Part 1, Schedule 1. Data is

collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples, physically or mentally handicapped persons, and members of visible minorities). This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within a government institution and with their counterparts in the general labour market. The social insurance number or employee number may be used to link information in this bank with that in another bank containing employee information (e.g. the Personnel Management Information System) in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. Consistent Uses: The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment, to monitor the progress of the program and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the federal public service. It may also be used for policy and planning purposes related to employment equity. Retention and Disposal Standards: The disposal criteria for this bank are to be established. TBS Registration: 000370 Bank Number: EAC PPE 805

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; Second Language Evaluation (SLE) scores; training certificates and correspondence about the official languages qualifications of employees. The bank may also contain duplicate input forms for the Official Languages Information System (OLIS) and the Language Training Module (LTM). Language examination, exemption and training records are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. Class of Individuals: Departmental employees. Purpose: The purpose of this bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal Public Service, to document and support decisions pertaining to official languages qualifications and language testing and to document the language training needs and accomplishments of employees. Consistent Uses: To support and document decisions concerning individual employees on staffing, entitlement to bilingual bonus, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official language programs. Access to this data bank is bilingual. Retention and Disposal Standards: Two years after

last documentation the records are destroyed. *TBS Registration:* 000358 *Bank Number:* EAC PPE 803

Performance Reviews and Employee Appraisals Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. Class of Individuals: Departmental employees. Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within government institutions, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and rejection of employees on probation. Consistent Uses: To support decisions regarding promotions, transfers, demotion, employee assistance, discipline and termination of employment. Retention and Disposal Standards: For executive level and rotational officers, reviews are kept for the duration of employment and then transferred to the National Archives of Canada. Records are retained ten years for employees in the Management Resources Information System and three years for all other employees, after which the records are destroyed. TBS Registration: 000364 Bank Number: EAC PPE 804

Non-Salary Reimbursement by Receiver General for Canada Cheques

Description: The bank contains the postal address or bank account information on each employee. Class of Individuals: Departmental employees who have incurred a non-salary related financial transaction requiring reimbursement to the employee. Purpose: The purpose of this bank is to maintain information relating to the issuance of cheques to employees' postal address or to their banks for deposit in the employees' bank accounts. Consistent Uses: To issue cheques to employees' postal addresses or banks. Retention and Disposal Standards: Six years after the last administrative use, the records are destroyed. TBS Registration: 004047 Bank Number: FAI PPE 808

Personnel Administration – Locally-Engaged Staff Description: The bank contains appointments, appraisals, classification, geographic location, pay, pension, separation, training, travel and SIGNET remote access status, of locally-engaged staff at Canadian missions abroad. Class of Individuals: Individuals who have been employed as locally-engaged staff at Canadian missions abroad. Purpose: The purpose of this bank is to retain information relating to the administration of staff engaged by Canadian missions in the countries where the missions are located. Retention and Disposal Standards: Records at the mission are destroyed six months after the employee leaves the service of the mission; records at Ottawa headquarters are retained and disposed of in

accordance with normal departmental policy for personnel records. *TBS Registration:* 000351

Bank Number: EAC PPE 801

Training and Development

Description: This bank contains personal data including course applications and evaluations; social insurance number; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities, sponsored both by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. Class of Individuals: The bank concerns employees of the institution. Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. Consistent Uses: It is used to approve and register the participation of employees in training and development activities and to certify the achievements of employees. Retention and Disposal Standards: Records are retained for the duration of employment plus one year until employee personnel records are automated, at which time records beyond three years will be destroyed. TBS Registration: 002507 Bank Number: EAC PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Security Clearances

Staffing

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Department of Justice Canada

Chapter 54

Particular Banks

360 Degrees Reference Checks

Description: This bank contains copies of questionnaires concerning individuals who have applied for senior positions with the Department of Justice. The purpose of the questionnaire is to obtain information on the candidates' leadership abilities and their commitment to the values of the Department. The questionnaires are filled in by the superiors, peers and subordinates of the candidates. Class of Individuals: Individuals who have applied for senior positions within the Department of Justice. Purpose: The information is used to select candidates. Retention and Disposal Standards: Material is retained for two years after the last administrative action on file. TBS Registration: 003996 Bank Number: JUS PPE 807

Business Resumption Plan

Description: This bank contains departmental employee addresses and phone numbers, sector emergency plans, and Business Impact Analysis studies. Other records indicate team plans, generic

emergency plans and common procedures. *Class of Individuals:* Departmental employees. *Purpose:* The information is compiled to be used only in an emergency/disaster situation relative to the Department, and will be used to develop teams for the restoration of the essential business function of the Department. *Retention and Disposal Standards:* Records are updated yearly, at which time the names of employees who have left the Department are deleted. *TBS Registration:* 003917 *Bank Number:* JUS PPE 806

Career Management

Description: This bank contains information provided by employees on their education, work experience, career aspirations, training, secondments or appointments. It also contains other information such as official language test results and appraisal ratings. Class of Individuals: Departmental lawyers who occupy positions at levels LA-2B and above. Purpose: The information is gathered to facilitate human resource planning and career planning. Consistent Uses: The information is used by senior departmental officials and by personnel staff concerned with human resource

planning. Retention and Disposal Standards: The records will be maintained and updated until such time as the lawyers concerned leave the Department. The records will then be transferred with the employee's files to the new department of employment or to the National Archives of Canada, as circumstances warrant. PAC Number: 85-001 TBS Registration: 003491 Bank Number: JUS PPE 801

Electronic Networks Audit Data Base

Description: This bank contains information pertaining to the access and use of the Department's electronic networks, including the Internet and the electronic mail network. The technical systems automatically record which Internet sites and which electronic mail addresses were contacted. This includes the capture of information that reflects which computer and user visited the Internet or sent e-mail messages. The log file contains the employee's Internet Protocol (IP) number rather than the individual's actual name. However, the IP number can be cross-referenced to the individual's name when required. In cases of suspected improper use of the networks, the investigative process may involve special monitoring and/or reading of the contents of individual's electronic mail messages and files without notice to the affected individual. Class of Individuals: All authorized users (including managers, indeterminate and term employees, contractors and persons hired through temporary help agencies), except those working in Departmental Legal Services Units. Purpose: The networks are routinely monitored for operational reasons to determine whether the networks are operating efficiently and to isolate and resolve problems. In addition, the Administrative and Security Division requests file server logs on an ad-hoc basis to ensure that security measures are followed. Consistent Uses: If, through normal analysis of the logs or a complaint, it is reasonably suspected that an individual is misusing the network, the matter is referred to the Administrative and Security Division to determine if further investigation and action is required. The Department of Justice has a policy on the use of electronic networks which outlines acceptable uses of the Internet and of the e-mail network by authorized users. Should an employee be in violation of any of the terms of the policy, the audit will serve as background information should further action be required. Retention and Disposal Standards: Material is retained for two vears after the last administrative action on file. TBS Registration: 004242 Bank Number: JUS PPE 810

Garnishment Registry

Description: This bank contains information on employees who are subject to a garnishment summons under Part I of the Garnishment, Attachment and Pension Diversion Act for a commercial or support debt that is issued in the National Capital Region. This bank contains court orders, garnishment summonses and administrative documentation identifying individual information. Class of Individuals: Employees who are

in default of a commercial or family support financial obligation. *Purpose:* To fulfill the Department of Justice's responsibility to administer the Garnishment, Attachment and Pension Diversion Act. *Retention and Disposal Standards:* Records are retained for a period of 21 years. *TBS Registration:* 003511 *Bank Number:* JUS PPE 804

Inventory of Language Capabilities

Description: This bank contains the name, section and work telephone number of Justice employees who understand, speak, read and/or write a language other than French and English. Class of Individuals: Employees of the Department of Justice who agreed to have their name included in the inventory. Purpose: To identify employees with specialized language skills who wish to participate in activities requiring other languages (for example, to communicate with foreign visitors, attend meetings with delegations in Canada or abroad). Retention and Disposal Standards: Records are updated yearly, at which time the names of employees who have left the Department are deleted. TBS Registration: 003678 Bank Number: JUS PPE 805

Inventory of Professional and Linguistic Abilities

Pescription: This bank contains information on

Description: This bank contains information on Department of Justice employees interested in participating in national and international projects or exchanges with partners in the public and private sectors (non-governmental organizations, other departments, universities, etc.). The information includes the name, section, classification, work telephone and fax numbers, linguistic profile, field of expertise, international experiences and memberships to the Bar. Class of Individuals: Employees of the Department of Justice who agreed to have their name included in the inventory. Purpose: To provide quick access to specific profiles of candidates based on the language and professional requirements associated with various projects or exchanges. Retention and Disposal Standards: Records are updated periodically, at which time the names of employees who have left the Department are deleted. TBS Registration: 004184 Bank Number: JUS PPE 809

Salary Management System

Description: The Salary Management System is a databank containing personal information for each employee of the Department of Justice. The databank contains data on each position within the Department, describing the position number, the status code, the position title, the classification and level, the salary, the bilingual bonus when applicable, and the financial coding. The databank is located in each Administrative Officer's computer and only contains information for those employees employed within their responsibility centre(s). A corporate database containing consolidated information for the full department is also located centrally in the Corporate Management Sector. Class of Individuals: Departmental employees. Purpose:

The Salary Management System is a forecasting tool to assist managers administer their salary and FTE (full time equivalent) resources for the current fiscal year. *Retention and Disposal Standards:* Data is in accordance with the General Retention Disposal Schedules of the Government of Canada. *TBS Registration:* 003510 *Bank Number:* JUS PPE 803

Survey on the Harassment Policy

Description: In the spring of 1999, the Conflict Management Evaluation Steering Committee conducted an internal survey to evaluate the policy "Towards a Conflict and Harassment-Free Workplace" and to evaluate the services of the Office of Conflict Management in order to assess their impact on the workplace. This bank contains copies of the responses received, either by filling out the questionnaire or by meeting with members of the Committee. Class of Individuals: All employees of the Department of Justice, including managers, indeterminate and term employees, contractors, employees of other Departments reporting to Justice personnel, and persons hired through temporary help agencies. Purpose: The information was used to assess the impact of the policy and the effectiveness of the Office of Conflict Management and to put forward recommendations to the Deputy Minister. Retention and Disposal Standards: Material is retained for two years after the last administrative action on file. TBS Registration: 004182 Bank Number: JUS PPE 808

Timekeeping Data

Description: This bank contains time docketing records showing the volume and use of working time and leave, as recorded by individual employees, plus associated costs. Class of Individuals: Employees of the Department of Justice required to keep time. Purpose: The information contained in this bank is used for a wide range of resource management purposes, including resource planning, allocation and accountability, workload management and client billing. Consistent Use: The bank may be accessed by managers to confirm that employees, as part of their work requirements, are recording time appropriately.

This information is used as one of the inputs for performance management and evaluation. *Retention and Disposal Standards:* The records are retained for five years after the last action on file. *TBS Registration:* 004245 *Bank Number:* JUS PPE 811

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Environment Canada

Chapter 55

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Electronic Network Monitoring Logs

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Export Development Corporation

Chapter 56

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations, as well as investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. Class of Individuals: Current and former employees who are involved in potential or actual conflicts of interest. Purpose: To support the implementation of the Corporate Policy on Standards of Conduct. Consistent Uses: To help determine whether a conflict of interest exists and, if so, to find a means of resolving the conflict of interest situation. Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. TBS Registration: 000160 Bank Number: EDC PPE 810

Employee Career File

Description: This bank contains information on personal characteristics including age, sex, social insurance number (if provided by the employee), employee number, home address, citizenship, education, employment history, career resumes and references, geographical and organizational location, appointments, transfers, salary, promotions and demotions, periods of employment including probationary periods, classification, performance appraisals, discipline, employee assistance, grievances, and may contain notations relating to staffing, training and development, official languages, occupational health and safety, which may also be retained in other banks. Personal information in this bank is also recorded in the computerized Human Resources Information System. Class of Individuals: Current and former employees. Purpose: To record information relevant to an employee's career including appointments, transfers, promotions, demotions, classification, performance, assistance, discipline, grievances and termination of employment. Consistent Uses: To support decisions on staffing; pay and benefits; training and development; official languages; occupational health and safety. Retention and Disposal Standards: Retained for duration of employment. Following termination, file is combined with Employee Personal File which is retained for one year and then transferred to the control of National Archives of Canada where it held until the individual has reached the age of 80, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value. For files of retired EDC employees, file is combined with Employee Personal File which is held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value. TBS Registration: 004246 Bank Number: EDC PPE 801

Employee Personal File

Description: This bank contains information on personal characteristics including age, sex, social insurance number, provincial medicare number, employee number, marital status, disability, home address and telephone number, and correspondence related to recruitment and termination, pay and allowances, deductions and benefits, superannuation, attendance and leave, employment equity status if applicable, and physicians' certificates associated with sick leave. Other supporting documentation includes copies of birth certificates of employees, spouses and their children; marriage and death certificates; the name of persons to contact in case of an emergency; banking information for salary deposits; and designation of beneficiary cards. Personal information in this bank is also recorded in the computerized Human Resources Information System. Class of Individuals: Current and former employees. Purpose: To provide documentation and authorization of recruitment, termination and superannuation, as well as on employment equity, attendance and leave, disbursement of salary and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Consistent Uses: To authenticate decisions on engagement and termination; attendance and leave; pay, allowances and benefits; superannuation; and to

enable audit and reconciliation of payroll accounts. The social insurance number is collected under the authority of the Income Tax Act. It is used for payroll activities, the provision of T-4 records and pension purposes, and is provided along with other information to Canada Customs and Revenue Agency for income tax purposes. to Supply and Services Canada for pension purposes. and to group insurers for long-term disability claim purposes. Information is also disclosed to a financial institution to facilitate the issuing of salary cheques and to Employment and Immigration Canada, notably with regard to terminated employees in accordance with the Unemployment Insurance Act and Regulations. Retention and Disposal Standards: Records are retained for the duration of employment. Following termination, they are retained for one year and then transferred to the control of National Archives of Canada where they are held until the individual reaches the age of 80, or until two year after death provided two years have elapsed since the last administrative action. They may also be retained permanently by the National Archives of Canada if judged to be of historical value. For files of retired EDC employees, file is held in EDC until the individual has reached the age of 115, or until two years after death, provided two years have elapsed since the last administrative action. It may also be retained permanently by the National Archives of Canada if judged to be of historical value. TBS Registration: 004247 Bank Number: EDC PPE 802

Identification and Building-Pass Cards

Description: This bank contains photographs, identification forms and correspondence related to the issuance of identification and building-pass cards. Class of Individuals: Current and former employees. Purpose: To issue identification and building-pass cards. Retention and Disposal Standards: Two years after expiry of identification and building-pass cards, after which the records are destroyed. TBS Registration: 000161 Bank Number: EDC PPE 809

Occupational Health and Safety

Description: This bank contains accident and occupational injury or illness investigation reports and related correspondence as well as copies of the Supervisor's Accident Investigation Report, which is retained in the appropriate responsibility centre. The reports contain personal information about injured employees, including age, sex, marital status, social insurance number, home address, salary and employment as required by Human Resources Development Canada. First aid treatment records are retained in accordance with Treasury Board policy. Records including medical documents about individuals, claims for compensation, related correspondence and records of sums of money paid are held by Human Resources Development Canada. Class of Individuals: Current and former employees. Purpose: To record safety and health details and causes of accidents/injuries for accident prevention and health protection purposes and to enable the effective administration of the health and safety program. Consistent Uses: To support decisions relating to worker's compensation and injury-on-duty leave; to act as a means of preventing injuries and illnesses and subsequent disabilities arising out of, or aggravated by, conditions of work; to establish that individuals subject to certain identified occupational risks are able to continue working without detriment to their health or safety or that of others; and to establish the conditions under which certain individuals with identified illnesses or disabilities are able to continue to work under controlled conditions. The social insurance number is collected under the authority of the Income Tax Act and is included in accident reports submitted to Human Resources Development Canada. Retention and Disposal Standards: Five years for first aid treatment records; ten years for accident and occupational illness or injury investigation reports and related correspondence, as well as the supervisor's accident investigation report, after which the records are destroyed. Records held by Human Resources Development Canada are retained for the periods specified in the relevant bank description. TBS Registration: 000156 Bank Number: EDC PPE 806

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data such as first official language, date of birth and social insurance number for identification purposes; language knowledge examination scores; and correspondence about the official language qualifications of employees. Language examination and exemption records are attached to the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. Class of Individuals: Current and former employees. Purpose: To document and support decisions pertaining to official language training and language testing as well as to document the language training needs and accomplishments of employees. Consistent Uses: To support and document decisions concerning individual employees on staffing, transfers, and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of the official languages program. The social insurance number is collected under the authority of the Income Tax Act. It is used as an identifier in connection with the language training of employees and is provided to the Public Service Commission and Treasury Board Secretariat as required. Retention and Disposal Standards: Two years following the date of last documentation, after which the records are destroyed. TBS Registration: 000155 Bank Number: EDC PPE 805

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles

on Corporation-leased property. Records for deductions for payment of parking fees are also included in the pay and benefits records retained on the Employee Personal File. Personal information contained in this bank is also recorded in the computerized Human Resources Information and Administration Information Systems. Class of Individuals: Current and former employees who have applied for parking permits. Purpose: To support the administration of parking privileges. Consistent Uses: To control the issuing and revocation of parking permits and to facilitate the deduction of parking fees from salaries. Retention and Disposal Standards: Two years after the permit expires, after which the records are destroyed. TBS Registration: 000159 Bank Number: EDC PPE 808

Security Clearances

Description: This bank contains personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations; fingerprint cards; criminal histories; security briefings and correspondence related to the security clearances of employees. (Details of CSIS investigations are maintained in the CSIS Security Assessment bank SIS PPU 005). Class of Individuals: Current and former employees. Purpose: To determine the level of security clearance and to provide information for the administration of government security measures. In making decisions on levels of clearance, institutions may refer to the information contained in this bank only and not to investigative information contained in the CSIS's Security Clearance Records Bank. Consistent Uses: To support decisions on staffing, transfers, promotions, discipline and termination of employment. Retention and Disposal Standards: Two years after an employee leaves the institution for which the clearance was done, after which the records are destroyed. TBS Registration: 000157 Bank Number: EDC PPE 807

Staffing

Description: This bank contains staffing requests; position descriptions; salary ranges; selection profiles; candidates' applications; evaluation notes from staffing boards; examination papers and test results; offers of employment; notices to candidates and correspondence concerning staffing by various processes, including human resources inventory searches. Records in the bank contain a variety of personal information such as education levels and professional qualifications, and may contain the age, sex and social insurance number, if provided by the candidate. Class of Individuals: Employee applicants. Purpose: To select candidates and staff positions. Retention and Disposal Standards: Records are retained for two years after staffing action has been

completed or two years have elapsed after any other administrative action, after which the records are destroyed. Records pertaining to successful applicants are retained on the Employee Personal File and Employee Career File. *TBS Registration:* 000153 *Bank Number:* EDC PPE 803

Training and Development

Description: This bank contains personal data including course applications and evaluations; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government and operated by nongovernment organizations, which may require the use of the social insurance number. Participation and achievement records are attached to the Employee Career File and information on an employee's needs for individual development related to performance may be contained in the Performance Appraisal Form retained on the Employee Career File. Personal information in this bank is also recorded in the computerized Human Resources Information System. Class of Individuals: Current and former employees. Purpose: To approve and record the participation of employees in training and development activities. Consistent Uses: To support decisions on pay and benefits, attendance and leave, transfers, promotions and performance appraisals. The social insurance number is collected under the authority of the Income Tax Act. It may be used as an identifier when required in connection with the training and development of employees. Retention and Disposal Standards: Two vears after completion of the particular training and development undertaken by an employee, after which the records are destroyed. TBS Registration: 000154 Bank Number: EDC PPE 804

Travel and Relocation

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. Class of Individuals: It relates to current and former employees. Purpose: The purpose of this bank is to maintain information regarding travel, relocation and postings of employees. Consistent Uses: The bank is used to administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances and claims. Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. PAC Number: 86-001 TBS Registration: 004055 Bank Number: EDC PPE 811

Farm Credit Corporation Canada

Chapter 57

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. Class of Individuals: Departmental employees. Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. Consistent Uses: To support decisions on potential conflict of interest situations. Retention and Disposal Standards: Two vears after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. PAC Number: 85-001 TBS Registration: 001626 Bank Number: FCC PPE 801

Employment Equity Program

Description: This bank contains information on target group employees. Respondents are asked to identify, by means of a questionnaire, whether they are of aboriginal origin, if they have a continuing or permanent physical disability, or are a member of a visible minority group, or female. Purpose: This bank provides documentation for the implementation of the Employment Equity Act. Data are collected to provide a comprehensive picture of employees by target group status (i. e. women, aboriginal people, persons with a disability and visible minority groups). This information is used to compile a profile of employees and to compare the situation of target group members with non-target group members, within FCC and with their counterparts in the general labour market. The employee number may be used to link information in this bank with that in another bank containing employee information (i. e. Human Resources Data Base) in order to obtain statistical information, where the security of such information would be consistent with the uses for which

the personal information was collected. *Consistent Uses:* The information gathered will be used for institutional purposes in the Corporation's Employment Equity Program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure target group participation and equitable representation. It may also be used for policy and planning purposes related to employment equity. *Retention and Disposal Standards:* These records will be retained for a period of at least three years after the year in respect of which a report is made. *PAC Number:* 85-001 *TBS Registration:* 002803 *Bank Number:* FCC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Federal Bridge Corporation Limited

Chapter 58

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Financial Transactions and Reports Analysis Centre of Canada

Chapter 59

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Electronic Network Monitoring Logs

Employee Assistance

Employee Personnel Record

Employment Equity Program

Harassment

Identification and Building Pass Cards

Occupational Health and Safety

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle Accidents

Fisheries and Oceans Canada

Chapter 60

Particular Banks

Attendance and Leave

Description: The bank contains information on all approved leave requests and monthly attendance reports and notes including physician certificate forms justifying absences. Class of Individuals:
The information relates to departmental employees.
Purpose: The information is obtained for the administration of employee attendance and leave.
Consistent Uses: Verification of absences against leave credits, salary payments against attendance reports, recording of leave on annual leave report form and to evaluate use of leave and rates of absenteeism.
Retention and Disposal Standards: The records are destroyed one year after expiry of fiscal year. PAC Number: 85-001 TBS Registration: 000628 Bank Number: DFO PPE 805

Harbour Managers

Description: This bank contains information on Harbour Managers appointed by the Minister, as to date of appointment (and cancellation) and remuneration for services performed. Note: With the exception of 39 PY's in the Pacific Region, the remainder receive remuneration based on a percentage of the revenue collected at the harbour and the extent of other related duties. A file on each Harbour Manager contains information as to name, address, phone number,

identification number and badge number. Harbour Managers may also be appointed by the Minister in accordance with the Fishing and Recreational Harbours Act. Active and historical information from this bank is required for administration purposes. Harbour Managers are also designated as Enforcement Officers, in accordance with the Act. They provide on-site management, collect revenue and enforce the Act and Regulations. The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. The retention and disposal of information in this bank is to be determined with departmental records management and National Archives of Canada. Class of Individuals: Harbour Managers. Purpose: Provide on-site management, collect revenue and enforce the Act and Regulations. Consistent Uses: The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying berthing or other services. Retention and Disposal Standards: Is determined with departmental records management and National Archives of Canada. PAC Number: 85-001 TBS Registration: 000640 Bank Number: DFO PPE 801

National Priority Clearance and Liaison Service Description: This bank contains information regarding the staffing/redeployment of priority persons in the department. It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. When staffing a position in DFO, this inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. Statistical reports to Central Agencies (PSC & TBS) and bargaining agents are also compiled from this bank. The retention and disposal standards have yet to be determined. Class of Individuals: It contains information related to the candidates and positions for which they were considered. This information relates to all employees of DFO whose position has been identified as surplus. Purpose: This inventory is accessed to ensure priority persons are given due consideration for redeployment. The bank information may also be used for other related administrative purposes. *Retention* and Disposal Standards: Records are retained for three years in the department. TBS Registration: 003625 Bank Number: DFO PPE 802

Performance Reviews and Employee Appraisals – Merit/Performance Pay Plans

Description: Contains information regarding the level of performance of individual employees in terms of skills, abilities, and accomplishments. Files contain copies of annual PRAR reports which contain employee evaluations, summaries of performance reviews, abilities and characteristics, objectives, training and development. Class of Individuals: All employees in the executive group (EX) and employees falling under merit/performance pay plans (except PE's). Purpose: As employees are subject to merit/performance pay plans, their performance evaluations must be kept since they are an important element in determining their annual salary rate. Performance quotas have to be met and statistical information has to be produced. Therefore, easy access to performance evaluations is a must. Consistent Uses: Determination of annual salary and identification of training and development needs. Retention and Disposal Standards: Files are destroyed once employees terminate employment with the Department. PAC Number: 85-001 TBS Registration: 000635 Bank Number: DFO PPE 807

Staffing (II)

Description: This bank contains general documentation related to specific positions (up to EX) and specific documentation related to individual performance as a result of competitions. The information includes application form, resume, appraisal, assessment, board report, eligible lists, conflict of interest and agreement to become bilingual. Class of Individuals: Applicants competing or being given consideration for a position. Purpose: The purpose of this bank is to assess applicants for positions. Consistent Uses: Information used during competitive process and appointments from eligible lists when established. May also be used at an appeal hearing or during an investigation.

Retention and Disposal Standards: Records are retained for three years in department. **PAC Number:** 85-001 **TBS Registration:** 001742 **Bank Number:** DFO PPE 804

Staffing and Employment Transition – Executive Group (I)

Description: Contains general information regarding the staffing and downsizing of executive group positions in the Department, and information related to the position being staffed, the candidates and the successful candidate and of the departure of executives. General documentation related to specific positions (up to EX-5), Class of Individuals: Employees at the EX levels: applicants from feeder groups competing or being given consideration for a position. Purpose: When staffing or abolishing a position in the public service, a file has to be prepared for reference and audit purposes. Consistent Uses: Information used during competitive process. Retention and Disposal Standards: Records are retained for three years. PAC Number: 85-001 TBS Registration: 000627 Bank Number: DFO PPE 803

Training and Development

Description: Contains personal data including course application; personal record identifier (PRI); records of fee payments and correspondence related to participation of employees in training activities sponsored by both government and non-government organizations; departmental training records for in-house courses (data on employees who have attended including PRI); information required for central agency reporting purposes including forms (training expenditure, and training - human resource reports) detailing resources expended (financial and human) in the provision of training; individual records on employees who are on extended educational leave, CAP and the Management Trainee Program. These banks (files) include resumes, performance reviews, return of service undertaking agreements and forms indicating management approval; inventory of training/ authorization forms; inventory of CAP and MTP participants; inventory of interchange participants; inventory of educational/leave participants; and inventory of professional development leave participants. Class of Individuals: Employees of the Department of Fisheries and Oceans and other public servants who have either attended DFO courses or who have acted as instructors in DFO courses. Purpose: To provide documentation for the administration of training and development programs within the Department of Fisheries and Oceans; administrative focal point with central agencies on TDIS and development programs; and submission of cases for review by the Human Resource Committee. Consistent Uses: To register employees on courses and maintain a record of courses taken; to enable follow-up concerning payment and provide Treasury Board with information relating to training activities; to provide management with information concerning

employee training taken and planned training activities. *Retention and Disposal Standards:* Training forms retained until the end of the year and then sent to registry. *PAC Number:* 85-001 *TBS Registration:* 000630 *Bank Number:* DFO PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Fraser River Port Authority

Chapter 61

The Fraser River Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a

consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Freshwater Fish Marketing Corporation

Chapter 62

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Great Lakes Pilotage Authority Canada

Chapter 63

Particular Banks

Employee Personnel Files

Description: These files maintain a general record of information on individuals who are employees of the Authority and may contain the following: Attendance and Leave; Discipline; Grievances; Identification and Building-Pass Cards; Official Languages; Performance Review and Employee Appraisals; Staffing; Training and Development; Travel and Relocation. **Retention and Disposal Standards:** The retention period is seven years. Access to these files will require a name and address. **TBS Registration:** 002998 **Bank Number:** GLP PPE 805

Order-In-Council Appointments

Description: Information in this bank includes the curricula vitae of members, Orders-in-Council

appointing them to the Board, correspondence, travel expense claims. *Purpose:* Information is used in the completion of travel documentation and for remuneration of members. *Retention and Disposal Standards:* Files are retained of seven years. *TBS Registration:* 002999 *Bank Number:* GLP PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Pay and Benefits

Gwich'in Land and Water Board

Chapter 64

Note: The Gwich'in Land and Water Board is subject to the Privacy and Access to Information Acts.

Gwich'in Land Use Planning Board

Chapter 65

Note: The Gwich'in Land Use Planning Board is subject to the Privacy and Access to Information Acts.

Halifax Port Authority

Chapter 66

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Assistance

Employee Personnel Record

Employee Equity Program

Grievances

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Review and Employee Appraisals

Staffing

Travel and Relocation

Hamilton Port Authority

Chapter 67

Note: The Hamilton Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a

consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Hazardous Materials Information Review Commission

Chapter 68

Particular Banks

Managerial and Confidential Exclusions

Description: This bank contains individual employee data related to exclusions. It includes effective dates of exclusion, bargaining unit identification, position number and title, employee group and level and the rationale on which the employee was excluded. Class of Individuals: Employees of the Hazardous Materials Information Review Commission. Purpose: The purpose of this bank is to maintain a complete listing of all managerial and confidential exclusions in the Commission and is the only official record of exclusion status. Retention and Disposal Standards: Notice of acceptance or objection is retained for three years and exclusion files for five years. TBS Registration: 002881 Bank Number: HMI PPE 805

Person-Year Utilization System

Description: This bank contains the name of each employee on strength, at the end of the reporting period, together with their classification and date of employment. This information is used to verify the correct identity of individuals and to link the information in this bank with that from the CCAC Personnel Information System. Class of Individuals: The information relates to employees of the Commission. Purpose: The purpose of this bank is to calculate person-year utilization, which is used for internal management information purposes and in the annual

reporting to Treasury Board. *Retention and Disposal Standards:* These files are retained for two years. *TBS Registration:* 002883 *Bank Number:* HMI PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Health Canada

Chapter 69

Central Banks

Health Unit Files

Description: This bank contains some or all of the following types of information: emergency treatment,

return to work visits, examinations, counselling, troubled employee counselling, referral and audiogram reports. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought. *Class of Individuals:* Federal public

servants. Purpose: The purpose of this bank is to maintain records of all health unit consultations including emergency treatment, return to work visits, counselling and referrals, examinations and troubled employee referrals. The information is also used to perform occupational health monitoring. Consistent Uses: Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information also related to HWC PCE 701. Retention and Disposal Standards: Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, preplacement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed. PAC Number: 99/022 TBS Registration: 005077 Bank Number: HCan PCE 703

Occupational Health Medical Records

Description: This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, x-rays, and treatment and counselling reports. Persons seeking access to this information must supply their full name, date of birth and location of the record sought. Class of Individuals: Federal public servants, former public servants, prospective public servants, and in some locations may include employees of federally regulated industries who have contracted with Occupational Health and Safety Agency. Purpose: The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counselling, first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/ entitlements. Consistent Uses: Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Retention and Disposal Standards: Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, preplacement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed. PAC Number: 99/022 TBS Registration: 005087 Bank Number: HCan PCE 701

Public Service Health Medical Advisory Committee Description: This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this information bank must supply their full name, date of birth and case file number. Class of Individuals: Federal public servants. Purpose: The purpose of this bank is to

maintain a record of decisions/recommendations on contentious medical cases assessed by the Public Service Health Medical Advisory Committee. Consistent Uses: Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information in the bank is also used in response to legal actions and complaints to the Canadian Human Rights Commission about the outcomes of occupational health medical assessments and the response of the employing departments to accommodate a specific case. Information also related to HWC PCE 701. Retention and Disposal Standards: Retained for 30 years after last activity on file and then destroyed. Files which do not contain any occupational exposures, preplacement, periodic, and/or fitness to work medical assessments are retained for 10 years and then destroyed. PAC Number: 99/022 TBS Registration: 005086 Bank Number: HCan PCE 702

Particular Banks

Departmental Complaints File (Employees)
Description: Information in this bank includes Canadian Human Rights Act complaints and anti-discrimination complaints forwarded to the Department of National Health and Welfare. Class of Individuals: Employees and ex-employees who have registered a complaint to the Canadian Human Rights Commission or Public Service Commission. Purpose: Records in the bank apply to all employees of the Department who have filed formal complaints and are used to seek resolution or defence or to decide on a course of action.
Consistent Uses: The use is consistent with the purpose indicated in part 5. Retention and Disposal Standards: The files are kept for two years after the

last use for an administrative purpose and are then

destroyed. PAC Number: 86-001 TBS Registration:

Management Development Program

002748 Bank Number: HCan PPE 801

Description: This bank contains the name, home and mailing address, telephone number, employee group and level, Social Insurance Number or Personal Record Indicator, educational background, career plans, Employment Equity information, rationale of sponsoring managers nominating applicants, performance appraisals and/or attestations of performance, assessment centre, evaluation results, results of interviews and recommendations of the HPB Selection and Advisory Committee (BSAC) for participation in the Management Development Program and Assignments. Class of Individuals: All employees of Health Protection Branch aspiring in the mid to short term to positions in the EX group. Purpose: Selection of participants for the Management Development Program. Consistent Uses: The information gathered in this bank is used only for the assessment of candidates by the Selection Committee(s). Retention and Disposal Standards: Retention for a minimum of two years from the date

applicants have been informed of selection results. Files are then destroyed. **TBS Registration:** 003667 **Bank Number:** HCan PPE 815

Managerial and Confidential Exclusions Records Description: Information in the bank pertains to employees excluded from collective bargaining, and includes date of exclusion, exclusion code, level, group, branch and division. Class of Individuals: Records in the bank apply to HWC employees excluded from collective bargaining for managerial or confidential reasons. *Purpose:* The purpose of this information bank is to record data on employees excluded from collective bargaining. Consistent Uses: The use is consistent with the purpose indicated in part 5. Retention and Disposal Standards: The records are retained for 2 years after the information has been superseded or becomes obsolete and are then destroyed. PAC Number: 86-001 TBS Registration: 002900 Bank Number: HCan PPE 802

Person-Year Accounting and Control System (PYAC)

Description: This bank contains person-vear utilization information by individual. The social insurance number is used to verify the correct identity of individuals, and to link the information in this bank with that from the Departmental Personnel Information System. Class of Individuals: The information relates to employees of the Department. Purpose: The purpose of this bank is to record person-year utilization information, which is used for internal management information purposes and in the annual reporting to Treasury Board. Reporting on person-year utilization is a financial responsibility. Consistent Uses: Use of this bank is consistent with the purpose specified in section 5. Retention and Disposal Standards: The records are retained for six years and are then destroyed. PAC Number: 86-001 TBS Registration: 002749 Bank Number: HCan PPE 804

Priority Referral and Clearance Centre Files Description: This bank contains basic personal data, statutory or administrative data, and results of referrals made to managers and/or staffing officers of the Department. Class of Individuals: Employees of the institution and persons who have been laid off by the institution. Purpose: This bank was created in accordance with sections 29, 30 and 37 of the Public Service Employment Act and sections 33 to 38 of the Public Service Employment Regulations to provide

information relating to employees with an administrative or statutory priority for appointment. It exists in accordance with various Public Service Commission policies in order to provide information relating to employees with a priority for appointment. *Consistent Uses:* Use of the bank is consistent with the purpose specified in part 5. *Retention and Disposal Standards:* Hard copy records are retained for five years from the date the employee's priority status is terminated, after which the records are destroyed. Computer files are kept indefinitely. *PAC Number:* 86-001 *TBS Registration:* 002901 *Bank Number:* HCan PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Historic Sites and Monuments Board of Canada

Chapter 70

Note: Information on the members of the Historic Sites and Monuments Board of Canada is held by Canadian Heritage.

Human Resources Development Canada

Chapter 71

Central Banks

Government Compensation Records

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of amounts of money paid. Class of Individuals: Federal and Crown corporation employees. Proof of identification may be required before access is granted. Purpose: The purpose of this bank is to record all claims for compensation under the Government Employees Compensation Act. Consistent Uses: The files are used to establish validity of claims and to determine workers' compensation entitlement. Retention and Disposal Standards: Three years after claim is settled. The complete file is then microfilmed. The microfilm is retained for 100 years. PAC Number: 69-089 TBS Registration: 000457 Bank Number: HRDC PCE 701

Pilot Project in Disability Management

Description: Information contained in this bank includes information obtained from employees of Correctional Services Canada, Human Resources Development Canada, National Defence, and Public Works and Government Services who participate in the Pilot Project in Disability Management. The information is obtained by the Project's Case Managers in order to develop and implement an employee's individualized return-to-work plan that specifies the responsibilities of the employer, employee, attending physician, and other service providers who may be involved in the employee's rehabilitation and return-to-work process. It may also include a licensed medical practitioner's statement of physical or mental capacities of the individual. Class of Individuals: Employees of the participating institutions who have experienced an injury or illness and are being assisted with their workforce reintegration. Purpose: The purpose of this bank is to assist Case Managers with pilot testing a Disability Management program that helps prevent disability and assists employees to quickly and safely return to work after an injury or illness. Consistent Uses: Information contained in this bank will be used to evaluate the effectiveness of Disability Management and the Pilot Project. Retention and Disposal Standards: Information will be retained for no less than two years after the last activity relating to the employee's return to work. Related to PR#: HRDC MSC 025 TBS Registration: 003410 Bank Number: HRDC PCE 705

Particular Banks

Business Resumption Planning

Description: This bank contains Business Resumption Plans for all points of service for Human Resources

Development Canada. The plans contain the home addresses and telephone numbers of all employees. Class of Individuals: Employees of Human Resources Development Canada. Purpose: To enable employees to be contacted in response to an emergency which affects the delivery of essential services. Consistent Uses: Information in this bank may be used by Human Resources Development Canada for research, planning, evaluation and statistics. Retention and Disposal Standards: The Plans are updated on a regular basis and information on persons no longer employed by the section for which the Plan was written is deleted immediately. PAC Number: To be determined. TBS Registration: 004157 Bank Number: HRDC PPE 801

Career Planning and Review Inventory

Description: This bank may include the following documents: two or more of the most recent evaluations. the Career Planning Data Sheet, Management Resources Information Summary and a resumé, if available, Class of Individuals: Employees in HRDC. Purpose: The information in this bank will be used in the Career Planning and Review process, by the members of the Career Planning and Review Committees and for referrals for assignments or secondments by user managers. Members of the committees have access to the information in this bank, through the Human Resources Planning Officer or the Chief, Human Resources Planning, and/or the responsible administrative unit. Consistent Uses: The consistent uses of this information may include the creation of staffing inventories to identify candidates who have expressed specific interests to aid in staffing positions as they become available. It may also be used in setting priorities and authorizing training and development to meet identified needs in human resources planning, and for statistical analysis forecasting and internal audits. It may also be provided to private sector survey firm s for evaluation, statistics, research and planning. Retention and Disposal Standards: The retention period is five years for managers. Contact: Director, Operations Services Division - Quebec, Human Resources, HRDC, Place du Portage, Phase IV, 3rd Floor, Hull, Quebec, K1A 0J9. TBS Registration: 002006 Bank Number: HRDC PPE 802

Human Resources Planning Information Program (HRPIP)

Description: This computerized bank was developed by managers to assist in the preparation of their Human Resources Planning exercise. It contains information on HRDC positions, employees, staffing action/adjustments, and Training and Development. Position information collected includes the Position number, title, group and level, exclusion indicator, language requirements, unit, reporting relationship (supervisor's position number and

title). Employee information includes the Public service start date, birthdate, home address and telephone number, employee type (full-time, part-time, etc.) position title and number, location and telephone number, bilingual capability, employment history, career aspirations, mobility, training and development history (as well as proposed), date of last performance appraisal (as well as a BF for the next due appraisal). The system also keeps track of start/end dates for acting, secondment and assignment situations with an active BF system. Staffing action/adjustment module keeps track of areas which, in the opinion of the manager, will require some action to ensure that operational demands are met; this includes vacancies which are likely to occur due to long-term disability leave, maternity leave, care and nurturing leave, extended vacation leave and any other situation which will require attention. The Training and Development module records available courses, maintains a list of employees identified for each course through the appraisal process, as well as the status of this training (proposed, approved, completed). Class of Individuals: Employees of the institution whether indeterminate, term, casual, full-time or part-time. Purpose: To assist managers in the preparation of their Human Resources Plans. Consistent Uses: To support such personnel functions as human resources planning and development, performance evaluations, training, relocation, employment equity; to produce management reports (e.g. regarding official languages, employment equity, labour supply/demand forecasts, training forecasted/completed, overview of employee age/service (possible retirement projections). Social insurance number is collected and used for non-statutory purposes, until such time as i t can be replaced by HRDC's new Human Resources Employee Identification Number System. Retention and Disposal Standards: Retained for a minimum of two years

following last action. *TBS Registration:* 003331 *Bank Number:* HRDC PPE 812

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Immigration and Refugee Board

Chapter 72

Particular Banks

Automated Access/Security System – 344 Slater Street, Ottawa

Description: This bank contains information relating to the use of individual identification Access cards, i.e. card number, name of person to whom card issued, photograph and signature of card holder. Class of Individuals: Employees of the IRB national headquarters – 344 Slater Street, Ottawa. Purpose: The purpose of this bank is to provide a record of the access to IRB premises and to grant access to authorized individuals. Consistent Uses: The information in this bank would be used in the event of a breach in Board security. Retention and Disposal Standards: The information

will be retained for a two year period following the last administrative action and then destroyed. **TBS Registration:** 004080 **Bank Number:** IRB PPE 811

Automated Property Access Security – Toronto Victoria Street Office

Description: This bank contains information relating to the use of individual identification access numbers. Class of Individuals: Employees in the Toronto Victoria Street Office only. Purpose: The purpose of this bank is to provide a record of the access to Board property. Consistent Uses: The information in this bank would be used in the event of a breach in Board security. Retention and Disposal Standards: The information is retained for one year and then deleted. In the event that any information is used for an administrative purpose the

information used would be retained for two years after the last administrative action and then deleted. *TBS Registration:* 003177 *Bank Number:* IRB PPE 804

Employee Assistance

Description: The Board has a Memorandum of Understanding with Health Canada, Occupational and Environmental Health Services Agency to provide Employee Assistance Services to all employees and members of the Board. No Employee Assistance Program (EAP) information banks exist within the Board. The Bank in Health Canada contains information treated in a confidential fashion that is relative to IRB employee involvement in EAP; notice of voluntary or mandatory (supervisory work performance related) referral; records of reference to, or reports and correspondence from a health professional or rehabilitation agency; and only non-medical interpretations concerning an employee's work capabilities or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Occupational and Environmental Health Services Agency, Health Canada. Work relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional personal information bank and not held with EAP files. Class of Individuals: Employees and Members of the Board. Purpose: The purpose of this bank is to record information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs. Only statistical information is released to the Board. Consistent Uses: To support decisions regarding employee assistance measures. Retention and Disposal Standards: Two years following the date of the most recent reference to employee assistance, after which the records are destroyed. TBS Registration: 003176 Bank Number: IRB PPE 803

Member Tracking System

Description: This information bank contains personal data on members, such as home addresses, telephone numbers, dates of assignments, expiration dates of assignments; and the language spoken by Members. Class of Individuals: Members of the Board. Purpose: The purpose of this data bank is to keep track of Board Members' appointment and expiration dates. It is also used as the source list of individuals available to hear cases for the Board. Retention and Disposal Standards: Records are destroyed two years after the expiry of a Member's term of appointment. PAC Number: 85-001 TBS Registration: 003174 Bank

Number: IRB PPE 801

Review of Complaints – Governor in Council Appointees

Description: This bank may contain correspondence with respect to complainants made by the public or interested third parties for alleged improper behaviour of a Member pursuant to the Code of Conduct; testimony by witnesses; legal opinions; inquiries into improper behaviour; and analysis reports of the inquiries. Classes of Personal Information: Governor in Council Appointees of the institution. Purpose: The purpose of this bank is to maintain information concerning complaints made under the Public Complaints Process, and to determine the need for and nature of any action. Consistent Uses: To foster and maintain the highest standards of professionalism and conduct of Members and to enhance public confidence in the integrity and competence of the Members. Retention and Disposal Standards: Information is maintained for three years after the last administrative use in the case of founded complaints, and for two years after the last administrative use in the case of unfounded complaints. TBS Registration: 004069 Bank Number: IRB PPE 806

Standard Banks

Please see INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Indian and Northern Affairs Canada

Chapter 73

Particular Banks

Workforce Adjustment Program

Description: This bank contains personal information on employees who are entitled to a staffing priority (as defined in the Public Service Employment Act) and on those employees given an administrative priority by the Public Service Commission. Personal information includes: educational background; employment history; address; training and development; preferred location of employment within Canada; and willingness to accept lower-level positions. Social insurance numbers may be used to identify employees. This information is collected by means of questionnaires, interviews and curricula vitae. Class of Individuals: Departmental employees. Purpose: This bank provides documentation to personnel officers in order to facilitate the placement in locations across Canada of those employees currently entitled to a staffing priority within the Public Service of Canada. The bank is also used to support decisions regarding the placement of priority employees in positions within the Department or in other departments and agencies. Retention and Disposal Standards: Records are retained for three years after an employee entitled to a staffing priority is placed. PAC Number: 85-001 Related to PR#: INA HRB 921 TBS Registration: 002541 Bank Number: INA PPE 801

Ombudsman's Case Files

Description: The bank contains information on difficult situations raised by departmental employees as well as approaches taken to solve situations. It also includes information on follow-up activities. Class of Individuals: Departmental employees at all levels. It may include names, gender and information on employment equity group (voluntary). Purpose: The bank provides a centralized current information source on issues raised, and is maintained by the Staff Ombudsman. Consistent Uses: The bank provides the Staff ombudsman with a proper mechanism to track pertinent information on issues raised in order to be in a better position to counsel employees on the best option to solve their situations. It also serves to produce an Annual Report

which includes statistical information (number of employees, type of issues raised, action taken), trends and recommendations. *Retention and Disposal Standards:* Two years from the time the file was last updated. *TBS Registration:* 004260 *Bank Number:* IAN PPF 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

Industry Canada

Chapter 74

Central Banks

Client and Functional Community Feedback

Description: This bank includes information such as job categories, employment status and work locations

of employees. It also contains personal opinions or views on client satisfaction. *Class of Individuals:* Randomly selected Industry Canada employees across Canada with a few from other Federal Departments such as Treasury Board of Canada Secretariat and

Public Works and Government Services Canada who use the Corporate Comptroller's Branch products and services. *Purpose:* The purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services. *Consistent Uses:* Used to provide statistics which will assist the Corporate Comptroller's Branch to assess its client and functional community satisfaction. It is also used to contribute to formulating policy, planning and operation decisions. *Retention and Disposal Standards:* Retained for two years and then destroyed. *TBS Registration:* 003892 *Bank Number:* IC PCE 702

Conflict of Interest Records

Description: This bank contains information regarding the classes of persons referred to in the Conflict of Interest and Post- Employment Code for public office holders. It contains personal information about their private activities, their assets and liabilities. Class of Individuals: Lieutenant governors, ministers, their exempt staff, parliamentary secretaries, Governor in council appointees and full-time ministerial appointees who are or were subject to the Code. Purpose: The purpose of this bank is to record information required for the administration of the Conflict of Interest and Post-Employment Code for public office holders. Consistent Uses: To establish precedents in administering the Conflict of Interest and Post-Employment Code and to extract and maintain in a public registry (http://strategis.ic.gc.ca/ethics) that portion of the information which the Code requires to be maintained in that manner. Retention and Disposal Standards: Information is generally held in this bank for two years after the individual concerned leaves public office, according to Schedule 5 of the General Records Disposal Schedules of the Government of Canada. PAC Number: 98/001 Related to PR#: IC IC 140 TBS Registration: 000130 Bank Number: IC PCE 701

Particular Banks

Amex Individual Credit Cards

Bank Number: IC PPE 811

Description: This bank contains application forms for Amex credit cards. Class of Individuals: Departmental employees. Purpose: To provide employees who travel frequently with a government-sponsored personal credit card to pay for travel services. Consistent Uses: Monthly activity reports are used to ensure payments are made by due date. They are also used to identify seriously delinquent accounts when assistance in the collection of the account is requested by Amex. Retention and Disposal Standards: Application forms are retained for two years after the last use of the card. PAC Number: 99/004 TBS Registration: 002562

Bank of Mentors

Description: This bank contains personal information on employees, specifically their curriculum vitae, the type of assistance they prefer offering or looking for and the groups of employees the mentor is most comfortable to deal with. The information is collected by means of a questionnaire and/or during the course of an interview. Class of Individuals: All employees of the Department. Purpose: The purpose of this bank is to coordinate the Department mentoring program. Consistent Uses: The information gathered will be used to maximize the compatibility between the mentor and his protege. Retention and Disposal Standards: Records will be kept as long as the senior employee is an active mentor or two years after the last administrative action and then destroyed. PAC Number: 98/005 TBS Registration: 003668

Bank Number: IC PPE 807

Departmental Assignment Program

Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms and general correspondence. Class of Individuals: Federal government employees who have requested a departmental assignment. Purpose: The information will be used to maintain an inventory of employees interested in an assignment or vacancy. Consistent Uses: The information is used to identify interested employees for referral for available assignment opportunities. Retention and Disposal Standards: Records are retained for a period of two years after completion of an assignment. PAC Number: 98/005 TBS Registration: 002905 Bank Number: IC PPE 803

Employee Feedback

Description: This bank includes information such as job categories, employment status and work locations of departmental employees. It also contains employee personal opinions or views on their job satisfaction and work environment. Class of Individuals: Industry Canada employees who work in the Corporate Comptroller's Branch, National Capital Region. Purpose: The purpose of this bank is to support internal Program Review activities within the Corporate Comptroller's Branch, specifically on the efficiency and effectiveness in providing the Branch's products and services. Consistent Uses: Used to provide statistics which will assist the Corporate Comptroller's Branch to assess its employee satisfaction and work environment. It is also used to contribute to the formulating policy, planning and operation decisions. Retention and Disposal **Standards:** Retained for two years and then destroyed. PAC Number: 98/005 TBS Registration: 003891

Bank Number: IC PPE 813

Employee Reimbursements

Description: The Personal Information Bank will contain names of employees and their home addresses. Class of Individuals: Departmental Employees. Purpose: To provide the name and mailing addresses of departmental employees so that expense claims refund cheques can be mailed directly to their home from Public Works and Government Services Canada. Consistent Uses: This bank of data is for internal use only. No matching activities are applicable. Retention and Disposal Standards: Retained for six years and then destroyed. PAC Number: 99/004 TBS Registration: 003218 Bank Number: IC PPE 806

Employee's Survey

Description: This bank will include information such as job categories, work locations, age and gender of federal employees. It also contains personal opinions or views on various facets of the workplace, such as internal communications, leadership, career development and team work. Class of Individuals: All employees of the Spectrum, Information Technology and Telecommunications (SITT) Sector at Industry Canada (approx. 400) and employees in regional offices of Industry Canada who have the responsibility of discharging SITT's mandate in the regions (approx. 400). *Purpose:* The purpose of this bank is to support an internal renewal exercise within SITT. This effort aims at improving the overall work environment. Consistent Uses: Will be use to help the management and Employee's Council of SITT develop initiatives and practices which will contribute to the betterment of the workplace environment. Retention and Disposal Standards: Retained for two years and then destroyed. PAC Number: 98/004 TBS Registration: 003955 Bank Number: IC PPE 800

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the various departmental awards program. Such information may include curricula vitae, performance evaluations, narratives in support of meritorious contributions related to their duties as well as practical suggestions for improvement of public service operations, and completed reports concerning the awards program. Class of Individuals: Employees of the Department. Purpose: To identify individuals who have been nominated for awards. Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursement of funds. Retention and Disposal Standards: Records are retained for six years and then destroyed. PAC Number: 98/005 TBS Registration: 002561 Bank Number: IC PPE 812

Internet Audit Data Base

Description: This bank contains information pertaining to the access of the Internet via the Industry Canada

Corporate Network, in particular what Internet sites are being visited by departmental employees. The data base contains Internet Web site visited in conjunction with the employee's IP address., The individual's actual name is not contained within the data base however. the IP address can be cross-referenced to the individual's name when required. Class of Individuals: All employees of the Department. Purpose: The purpose of the bank is to provide an audit trail of Internet web sites visited by employees of Industry Canada. Industry Canada has an Internet Usage Policy which outlines acceptable uses of the Internet by staff. Should an employee be in violation of any of the terms of the Policy, the audit will service as background information should further action be required. Consistent Uses: The information housed in the bank will be provided upon request by Industry Canada Security. The information is released to Industry Canada officials when they have sufficient reason to believe access to the Internet via Industry Canada's network has been compromised by an individual of the department. Retention and Disposal Standards: The retention period for the audit data base is two years. The information is then destroyed. PAC Number: 98/001 TBS Registration: 003979 Bank Number: IC PPE 816

Ombudsman Program

Description: This bank contains information on employees requesting that certain workplace situations be changed or investigated. Information contained could be "complainant's" name, colleague's or supervisor's name. Class of Individuals: Department of Communications employees. Purpose: The purpose of this bank is to provide information to allow the Ombudsman to investigate allegations or situations and recommend or mediate solutions where possible. This will be outside the regular grievance/appeal processes. Retention and Disposal Standards: Retention and disposal for this bank are to be established. TBS Registration: 003003 Bank Number: IC PPE 808

PeopleSoft/HRMS

Description: This data bank contains the following information: sector, branch, name, PRI, sex, first official language, classification and employment location. It is an automated human resources management system that contains information on the management of positions and classifications decisions, the administration of the workforce including the tracking of assignments, priority management, administration of training, labour management relations, official languages, employment equity, compensation and leave. Class of Individuals: All employees of Industry Canada. Purpose: Management of human resources within Industry Canada as described above under "Description". Retention and Disposal Standards: Data beyond five years are electronically archived but can be accessed at any time. PAC Number: 98/005 TBS Registration: 004254 Bank Number: IC PPE 815

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation. Class of Individuals: Federal employees about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act. Purpose: The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under the Act to federal investigative bodies. Retention and Disposal Standards: Records are retained for two vears and then transferred to the National Archives of Canada. PAC Number: 98/001 Related to PR#: RIE ACC 285 TBS Registration: 002012 Bank Number: IC PPE 801

Senior Management Development Information

Description: This bank contains information provided by employees on their education, work experience, career aspirations and training. It also contains information on date of birth, first official language, official language test results and appraisal ratings. Class of Individuals: Departmental employees who occupy positions in the executive as well as those at EX-1 and EX-2 levels. Purpose: This bank is used to facilitate human resource planning and career planning. Consistent Uses: Information will be used be senior departmental officials and by personnel staff concerned with human resource planning. Retention and Disposal Standards: Records will be maintained and updated until such time as employees leave the Department when these records will be destroyed or two years after the last administrative action. TBS Registration: 002711 Bank Number: IC PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

International Centre for Human Rights and Democratic Development

Chapter 75

Note: For information on the employees of Rights & Democracy (the International Centre for Human Rights and Democratic Development), please contact the

Centre's Access to Information and Privacy Coordinator (listed in the Introduction).

International Development Research Centre

Chapter 76

Particular Banks

Human Resources Inventory

Description: This bank contains an inventory of external applicants for possible employment at the International Development Research Centre.

All unsolicited cvs are classified according to the established classification system. It is used to identify applicants for recruitment purposes. Class of Individuals: All applicants requesting employment at IDRC. Purpose: Applicants for employment at IDRC. Consistent Uses: The system is used to screen suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment. Retention and Disposal Standards: Retained for six months after date of reply. PAC Number: 86-001 TBS Registration: 001153 Bank Number: IDR PPE 802

Medical Records

Description: This bank records the medical history of the employees of the International Development Research Centre as well as of family members of staff who are posted overseas, and of OAG and CCC staff who consult the travel clinics according to contractual agreement. It contains pre-employment examinations, health histories, reports of physical examinations, results of biochemical tests, x-rays and cardiograms. The files are currently arranged by name in alphabetical order. Class of Individuals: Past and present employees of IDRC, OAG and CCC contract staff, Purpose: The information was compiled to maintain a health history record of past and present employees of IDRC and of OAG and CCC contract staff. Consistent Uses: This file is used to record health history and medical examinations of employees and of OAG and CCC contract staff, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update required inoculations of all employees and OAG and CCC contract staff who travel abroad. Retention and Disposal Standards: The records are retained for ten years after the termination of employment or the last administrative action, and are then destroyed. PAC Number: 83-002 TBS Registration: 001154 Bank Number: IDR PPE 803

Official Languages

Description: This bank contains official languages data on job language requirements and incumbents language data such as: first official language, meets or does not meet language requirements, in training or not, results of testing and date of testing. Language examination results and exemptions are attached to the Employee Personnel Record. Similar data is also held in Particular Banks of the Public Service Commission and Treasury Board Secretariat. Class of Individuals:

Employees of the International Development Research Centre. *Purpose:* The purpose of this database is to provide the basic information required to administer the Official Languages Program. *Consistent Uses:* To administer the Official Languages Program at IDRC. *Retention and Disposal Standards:* The data is retained for the duration of an employee's employment at IDRC. *TBS Registration:* 002846 *Bank Number:* IDR PPE 806

Parking

Description: This bank contains permit applications and correspondence about parking of motor vehicles on the International Development Research Centre leased property. Records of payment of parking fees are included in the Employee Personnel Record. Class of Individuals: Employees of IDRC. Purpose: The purpose of this bank is to maintain information for the administration of parking privileges. Consistent Uses: To issue parking permits. Retention and Disposal Standards: Records are destroyed two years after permit expires. TBS Registration: 002844 Bank Number: IDR PPE 804

Personnel Records

Description: This bank serves to maintain personal information on individual employees of the International Development Research Centre. It contains information relating to individual awards, dismissals, lay-offs, resignations, retirements, promotions and demotions, attendance, classification, records of earnings, superannuation, insurance, benefits, transfers and postings, language examination exemptions, employment contracts, individual performance appraisal, appeals, grievances, conflict of interest cases, disciplinary action, certificates and diplomas, identification and building passes, training and application for employment. Class of Individuals: Employees of IDRC. Purpose: The information is compiled to maintain a cumulative record of an individual's employment with IDRC for the purpose of facilitating personnel administration. Consistent Uses: Files are used to maintain a record of each employee's personal history and to maintain a record of employment, classification, pay, appraisals, promotions, leave, superannuation, insurance benefits, etc. Retention and Disposal Standards: Retained by IDRC for the duration of employment plus two years, then transferred to the control of the National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or achival value, are retained permanently by the National Archives of

Canada. Information relating to individual performance appraisals, appeals, grievances, conflict of interest cases, personal harassment, identification and building passes, training and application for employment, is retained by IDRC for a period of five years after employment termination, and then destroyed. *PAC Number:* 86-001 *TBS Registration:* 001152 *Bank*

Number: IDR PPE 801

Travel and Relocation

Description: This bank contains authorizations, advances, claims receipts, travel arrangements and itineraries, and correspondence concerning travel, relocation or postings of employees. **Class of Individuals:** Employees of the International Development Research Centre. **Purpose:** The purpose of this bank

is to maintain information regarding travel, relocation and postings of employee of IDRC. *Consistent Uses:* To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, and claims. *Retention and Disposal Standards:* Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. *TBS Registration:* 002845 *Bank Number:* IDR PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the Standard Banks and a description of their contents.

Security Clearances

Jacques Cartier and Champlain Bridges Incorporated

Chapter 77

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. Consistent Uses: To support decisions on transfers, discipline and termination of employment. Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. PAC Number: 85-001 TBS Registration: 000663 Bank Number: JCCBI PPE 802

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to record information used in the grievance process through all levels up to and including arbitration. Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances

through all levels in the grievance process, up to and including arbitration. *Retention and Disposal Standards:* Ten years following date of resolution or date of decision by the arbitrator, the records are destroyed. Some of these records are kept for a longer period for administrative or research purposes. *PAC Number:* 85-001 *TBS Registration:* 000651 *Bank*

Number: JCCBI PPE 803

Sun Life of Canada's Group Insurance Portfolio Reports

Description: This bank contains individual JCCBI employee data related to insurance coverage matters. Class of Individuals: Employees of the institution. Purpose: Sun Life Assurance Company of Canada uses the information to establish monthly premiums for the following insurance: life, long-term disability, dependant life insurance, death and accidental dismemberment and health care/drugs/vision care/dental care. Consistent Uses: See "Purpose" above. Retention and Disposal Standards: For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file. TBS Registration: 004474 Bank Number: JCCBI PPE 806

Pension Plan Records

Description: The bank contains individual data pertaining to the Pension Plan. Class of Individuals: Employees of the institution. Purpose: The purpose is to report total remittances to superannuation fund during the year based on employee deductions. Consistent Uses: Public Works and Government Services Canada ensures that total deductions balance with total remittances. Retention and Disposal

Standards: For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file. **TBS Registration:** 004475 **Bank Number:** JCCBI PPE 807

Taxation Records

Description: The bank contains individual data related to salary and various deductions, including taxes for the institution's active and some retired employees. Class of Individuals: Active and retired employees of the institution. Purpose: The purpose is to comply with Revenue Canada-Taxation requirements. Consistent Uses: To determine individual income and taxes. Retention and Disposal Standards: For the duration of employment and until age 80 provided 2 years have elapsed since the last administrative action on the file. TBS Registration: 004476 Bank Number: JCCBI PPE 808

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Harassment

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle Accidents

Laurentian Pilotage Authority Canada

Chapter 78

Particular Banks

Register of Pilots employed by the Authority Description: This contains information on physical characteristics, licences, certificates and marine incidents. Class of Individuals: Pilots and apprentice pilots from the Laurentian Pilotage Authority. Purpose: Retain a register of certificates and qualifications required under the Pilotage Act. Retention and Disposal Standards: Files are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives. TBS Registration: 003684 Bank Number: LPA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Discipline

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Travel and Relocation

Law Commission of Canada

Chapter 79

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. **Employee Personnel Record**

Mackenzie Valley Environmental Impact Review Board

Chapter 80

Note: For information on the employees of the Mackenzie Valley Environmental Impact Review Board, please contact the Centre's Access to Information and Privacy Coordinator (listed in the Introduction).

Mackenzie Valley Land and Water Board

Chapter 81

Note: The Mackenzie Valley Land and Water Board is subject to the Privacy and Access to Information Acts.

Military Police Complaints Commission

Chapter 82

Particular Banks

Corporate Services

Staff Relations

Description: This bank contains notices and actions taken following the misconduct of employees: formal and informal complaints of harassment, their assessment and their resolution; grievances presented by employees and their bargaining unit representatives; and the receipt and investigation of events of a staff relations nature at the work place with the actions taken. Class of Individuals: Employees of the Commission, including contractors and persons hired through temporary help agencies. Purpose: The purpose of this bank is to record information necessary for dealing with complaints and actions, to make decisions in specific instances and to take appropriate action. Consistent Uses: To support decisions on issues of a staff relations matter such as discipline, harassment, grievances. Retention and Disposal

Standards: (submission to the National Archives of Canada). **TBS Registration:** 005244 **Bank Number:** MPCC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Electronic Network Monitoring Logs

Employee Personnel Record

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearance

Staffing

Training and Development

Travel and Relocation

Millennium Bureau of Canada

Chapter 83

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employment Equity Program

Grievances

Harassment

Identification and Building Pass Cards

Occupational Safety and Health

Official Languages

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Montreal Port Authority

Chapter 84

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Training and Development

Nanaimo Port Authority

Chapter 85

Note: The Nanaimo Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a

consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

National Archives of Canada

Chapter 86

Central Banks

Former Civilian Employees – Employee Personnel Record

Description: Contains personal information similar to or the same as that described in the Standard Employee Banks listed in the Personal Information Index, Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. Class of Individuals: Former civilian employees of the federal government. Purpose: To verify decisions concerning employees, to determine any employee benefits which may still result from previous employment and to document a new personnel record in the case of re-employment. Consistent Uses: This bank is used by the originating institution for administrative actions. Retention and Disposal Standards: Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000554 Bank Number: PAC PPE 702

PERSFILE Automated Index System

Description: The PERSFILE system identifies the storage location of files contained in other banks within the Federal Records Centres. This automated index contains, in addition to locator numbers and record status, the relevant personal identifiers such as surname(s), given name(s), date of birth, sex, identification number(s), rank and type of service (military), last department and year of release (civilian). Class of Individuals: Former military and civilian employees of the federal government. Purpose: To identify and locate within the Federal Records Centres, personnel records of former government employees. Consistent Uses: This bank is used by the National Archives, Federal Records Centres and Regional Operations in order to control the loan period and actual location of Personnel files. Retention and Disposal Standards: Computer information is deleted from the data bank one month after the date the relevant record has been destroyed or has been preserved by the National Archives of Canada for archival purposes. A backup microfiche version is created semi-annually and is retain for five years for quality control purposes. Related to PR#: PAC NPR 170 TBS Registration: 000553 Bank Number: PAC PPE 701

Particular Banks

Please note, when requesting military personnel files:

The National Archives of Canada processes requests for complete files of individuals 5 years after their release from military service. For a complete copy of the files of individuals released LESS than 5 years, the request should be submitted directly to the Department of National Defence.

Army Reserve Force Pay Sheets

Description: Contains financial and pay information which includes name, service number, pay entitlements, unit served with and period of service. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. Class of Individuals: Army Reserve Force personnel whose period of service commenced in 1948 or later. Purpose: To verify service and pay to settle pay claims and provide the individual with proof of service. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000567 Bank Number: PAC PPE 715

Auxiliary Services Record - World War II

Description: Contains limited personal information and service details such as employment data, length and type of service, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, unit served with and, for Fire Fighters only, service number. Class of Individuals: World War II Auxiliary Services personnel which include Fire Fighters, Red Cross Workers, Special Operators, War Correspondents and Voluntary Aid Detachment personnel. Purpose: To verify periods of service and determine eligibility for pension benefits. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000562 Bank Number: PAC PPE 710

Canadian Army Wartime, Special Force and Regular Force - Part II Orders

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and surname, service number, unit served with and period of service. Class of Individuals: Canadian Army Wartime, Special Force and Regular Force personnel from 1939 to 1966. Purpose: To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000561 Bank Number: PAC PPE 709

Canadian Expeditionary Force (CEF) Routine Orders - World War I

As these records are now designated as historical. researchers may request access to these holdings by visiting the National Archives on-site or by consulting the National Archives website at . For additional information, please refer to the publication Info Source: Sources of Federal Government Information.

Dental Records - World War II, Special, Reserves and Regular Forces

Description: This bank contains records of dental histories, special dental examinations, tests, comments, opinions, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. Purpose: This bank is used to authenticate service information for possible pension and other benefits and to support pension entitlement claims. It may also be used for forensic identification. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age, with the exception of the Reserve Force records, which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved

by the National Archives of Canada if judged to be of archival value. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 001943 Bank Number: PAC PPE 721

Former Civilian Employees - DSS Superannuation Record

Description: Contains records created by the Department of Supply and Services to record all transactions affecting pensionable status under the Public Service Superannuation Act. Former employees seeking access to these records should provide their full given names and surname (as well as maiden name where applicable), date of birth and periods of employment. Class of Individuals: Former civilian employees of the federal government. Purpose: To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained until the former employee reaches 80 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000556 Bank Number: PAC PPE 724

Medical Records - World War II, Special, Reserves and Regular Forces

Description: Contains medical histories, special medical examinations, sick parade reports, tests and clinical opinions and reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. Purpose: To authenticate service information for possible pension and other benefits and to support medical decisions and pension entitlement claims. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000569 Bank Number: PAC PPE 717

Microfiche Personal File – Regular Force and Class C Reserves

Description: Contains microfiche copies of limited correspondence and documents relating to an individual's service career. Individuals seeking access to these records should provide their full given names and surname, date of birth, service and period of service. Class of Individuals: Some Regular Force and Class C Reserves personnel. Purpose: To support decisions on pensions and other benefit entitlements. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000570 Bank Number: PAC PPE 718

Military Personnel Bank - World War I

As these records are now designated as historical, researchers may request access to these holdings by visiting the National Archives on-site or by consulting the National Archives website at . For additional information, please refer to the publication Info Source: Sources of Federal Government Information.

Military Personnel Bank - World War II, Special, Reserves and Regular Forces

Description: Contains enrolment documents, posting and promotion information, pay records, period and location of service, general employment information, separation documents, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. Purpose: To authenticate service information for possible pension and other benefits, to support medical decisions and pension entitlement claims and to provide the individual with proof of service. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000568 Bank Number: PAC PPE 716

Newfoundland Forces - World War II

Note: Records information for all other services within the Newfoundland Forces may be obtained by contacting Veterans Affairs Canada, St. John's, Newfoundland. Description: Contains personal and service information which might include, in addition to full name, service number, period of service, units served with, etc. Individuals seeking access to these records should provide their full given names and surname, and service number. Class of Individuals: Personnel who served with the Newfoundland Forces during 1939 to 1946. Purpose: To verify length of service of Newfoundland Forces personnel and substantiate pension claims. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age and then preserved by the National Archives of Canada for archival purposes. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000565 Bank Number: PAC PPE 713

Performance Evaluation Bank – World War II, Special, Reserves and Regular Force

Description: Contains records of performance of military personnel and may include personal evaluation reports, confidential personal assessments, reports on officers, course reports, etc. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. Class of Individuals: World War II military personnel, Special Forces personnel who served with the U.N. in Korea, Reserve Forces personnel and Regular Force and Class C Reserve personnel. Purpose: To support decisions on transfer, promotion, demotion, discipline, retention, release and other administrative rulings. Consistent Uses: This is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age with the exception of the Reserve Force records which are retained for 70 years from the individual's date of birth. World War II and Special Forces records are then preserved by the National Archives of Canada for archival purposes. The records of those who served with the Regular Forces, Class C Reserve and Reserve Forces are usually destroyed when the normal retention period is over. However, some of these records will be preserved by the National Archives of Canada if judged to be of archival value. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000572 Bank Number: PAC PPE 720

Royal Canadian Air Force (RCAF) – Daily Routine Orders

Description: Contains limited personal information which might include, in addition to full name and service number, daily occurrence reports, units, periods of service, etc. Individuals seeking access to these records should provide their full given names and

surname, service number, unit served with and period of service. Class of Individuals: Royal Canadian Air Force (RCAF) personnel from 1924-1967. Purpose: To authenticate service information for possible pay and other benefit claims and to verify inheritance and will claims. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained for 90 years from the latest date of correspondence. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000560 Bank Number: PAC PPE 708

Royal Canadian Navy (RCN) Pay Record Sheets – World War II

Description: Contains financial and pay information which includes name, service number, pay entitlements, ships served on and periods of service. Individuals seeking access to these records should provide their full given names and surname, service number and ships served on. Class of Individuals: Royal Canadian Navy personnel who served during World War II. Purpose: To verify pay records and settle any pay claims. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained for 54 years from date of compilation and then preserved by the National Archives of Canada for archival purposes. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000564 Bank Number: PAC PPE 712

Service Pensions Bank - Regular Force

Description: Contains information on pension benefits and pension entitlements. Individuals seeking access to these records should provide their full given names and surname, date of birth, service number and period of service. Class of Individuals: All Canadian Forces personnel who have contributed to a pension plan. Purpose: To determine pension entitlements. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000571 Bank Number: PAC PPE 719

Thirty Day Trainees - World War II

Description: Contains personal and service information such as name, service number, unit, period and

location of service, medical category, etc. Individuals seeking access to these records should provide their full given names and surnames, service number and date of birth. Class of Individuals: Personnel who underwent special thirty-day military training under the National Resources Mobilization Act of 1940. Purpose: To verify eligibility for pensions and other benefits and to provide individuals with proof of service. Consistent Uses: This bank is used by the originating institution for administrative purposes. Retention and Disposal Standards: Records are retained until the individual reaches 90 years of age. Some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. PAC Number: 85-012 Related to PR#: PAC NPR 170 TBS Registration: 000563 Bank Number: PAC PPE 711

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Arts Centre

Chapter 87

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Battlefields Commission

Chapter 88

Particular Banks

Employee Personnel Record

Description: Information concerning personal characteristics, including age and sex; employee identification number; home address; citizenship; education, including transcripts, certificates and diplomas; employment history, curricula vitae and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, tenure; performance reviews and employee appraisals; classification including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record may contain summary records of decisions relating to staffing, attendance and leave, pay and benefits, training and development, decisions concerning compensation and fitness for work, official languages, discipline, and level of security clearance. The major series of information concerning these topics is, however, found in other personal information banks described in this chapter. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Some of the above information exists in a computer-based system in order to generate reports on such topics as training, human resources inventory searches, attendance and leave and other related reports as required. Class of Individuals: The National

Battlefields Commission Employees. Purpose: This bank provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are co-ordinated in the interests of both the individual and the employer. Consistent Uses: The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. Retention and Disposal Standards: After an employee leaves, the personnel record is kept until the individual reaches the age of seventy, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. Performance appraisals are kept on an employee's file for a period of five years and then destroyed. TBS Registration: 003944 Bank Number: NBC PPE 810

National Capital Commission

Chapter 89

Particular Banks

Corporate Human Resources Management System (HRMS)

Description: These databases are on-line systems which support virtually all major personal management functions. These databases could contain Personnel Record Identifier (PRI), SIN number, sex, classification level, address, name and date of birth. A File Maker Pro database contains historical performance reviews and employee appraisals. The PeopleSoft system is the main electronic employee file for the NCC. It contains all compensations related event histories for all NCC employees since 1971; position information since 1998; competition and training information since 2000. Also, PeopleSoft is used to generate employees' pay cheques with earnings and deductions. PeopleSoft also contains information on current fiscal year employees. It is used to track hours worked and leave information. Finally, PeopleSoft is used to record job and position related information, especially job evaluation information and job descriptions. The Employment Equity Computerized Reporting and Information system (EECRIS) produces annual reporting for Employment Equity regulations. Class of Individuals: NCC Employees. Purpose: The purpose of this system is to provide personnel information to the Commission's Managers and Personnel Administrators in order to facilitate decision making on personnel matters. They are also used for replying to requests for specific personnel data on a controlled basis. Consistent Uses: The information in these databases is used to produce reports to managers in order to facilitate their personnel decision making. Retention and Disposal Standards: Computerized records are updated as required. Data is retained for 5 years and then transferred to National Archives of Canada; Employee Compensation record are retained forever. Related to PR#: NCC HR 004 TBS Registration: 003732 Bank Number: NCC PPE 800

Corporate Information Inventory System (CIIS)/Employee Database

Description: This bank is a component of an on-line information holdings management system. This bank contains each employee's name, identification number

and security clearance level. Class of Individuals: NCC employees. Purpose: The purpose of this bank is to ensure that corporate records are accessed by employees with the appropriate level of Security clearance. Consistent Uses: The information is used to safeguard designated and classified information. Retention and Disposal Standards: Computerized records are updated as required. Related to PR#: NCC CIMS-SP 700 TBS Registration: 003664 Bank Number: NCC PPE 802

Employee Transition

Description: This bank is no longer used.

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Defence

Chapter 90

Particular Banks

Academic Records - Students of a Canadian Military College

Description: The bank contains academic results achieved by the subject during each year of attendance. They are kept by the College Registrar. Class of Individuals: This bank applies to students who are attending, or have attended a Canadian Military College. Purpose: The purpose of this bank is to maintain a record of academic results for students who are attending or have attended a Canadian Military College (CMC). Files are used for administrative and statistical purposes and cover approximately 1000 members annually. Retention and Disposal Standards: Records are maintained indefinitely for historical purposes. Records are accessible by providing the: full name, service number and/or college number, student number when accessing files, and vear(s) in attendance at the Canadian Military College. PAC Number: 69-014 Related to PR#: DND RET 370 TBS Registration: 000212 Bank Number: DND PPE 844

Administrative Review Case Files (Prior to 1 Apr 98 referred to as Career Review Boards and Career Medical Review Boards) Description: This bank contains personal information on individuals who have been the subjects of administrative reviews related to Misuse of Alcohol, Illicit Use of Drugs, Sexual Misconduct, Harassment, Family Violence and Abuse, and Racist Conduct, as well as information on administrative reviews related to Medical Employment Limitations. It includes documentation directly related to the individual's case from the initial incident report to the final decision, which formed the case file submitted to the Approving Authority. That same documentation was disclosed to the individual under procedural fairness at the time the administrative review was conducted. Documentation may contain duly-vetted Military Police Investigation reports. Persons are identified by a service number, name and initials. Information in this bank may be maintained on paper documents, as well as on microfilm and in automated form. Class of Individuals: Members of the Canadian Forces. Purpose: This information may be used by departmental authorities in answering applications for redress of grievances, appeals, and in determining eligibility for pensions. It is also used for research, planning, evaluation and statistical purposes. Retention and Disposal Standards: The records in this bank are kept at NDHQ for a minimum period of two years and are then transferred to Nationals Archives where they will be kept indefinitely. Records are accessible by providing full name and Service Number. PAC Number:

69-014 Related to PR#: DND CSA 520 TBS Registration: 000183 Bank Number: DND PPE 814

Alert Manning Personnel System (AMPS)

Description: The AMPS contains personal information relating to the selection of Communication Research (CommRsch291) personnel to be attach-posted to CF Station Alert. Specifically, it contains the: gender, rank, Individual attach posting history, security clearance, member's present unit, service number, Military Occupation Codes and special qualifications, Class of Individuals: This bank applies to Communication Research (CommRsch291) and other commissioned and non-commissioned members of the CF. Purpose: The purpose of this bank is to: ensure the military personnel are treated fairly and equally if required to be posted to CF Station Alert on a rotational basis. and use this information when posting military personnel to CFS Alert. Retention and Disposal Standards: All information is retained until such time as CFS Alert closed. Records are accessible by providing: name and initials and SN. TBS Registration: 002856 Bank Number: DND PPE 871

Boards of Inquiry/Summary Investigations Description: The bank contains a record of: the terms of reference of such inquiries, and the evidence, findings and recommendations of Boards of Inquiry or of the investigating officer. Class of Individuals: This bank applies to members of the CF. Purpose: The purpose of this bank is to record investigations convened or ordered by authorities appointed by Regulations and Orders. Investigations may be convened or ordered to investigate: administration or functions of the CF, or any command, formation, base or other unit or element thereof, any matter connected with the government, discipline, or of any matter affecting any member of the CF. The content of the bank is used to establish cause and liability/ responsibility and as a basis upon which appropriate remedial action may be taken. Consistent Uses: Summary Investigations or Boards of Inquiry into injuries or death may be accessed for purposes of making applications for disability pension under the Pension Act. Investigations into death of a CF member may be released to a legally designated family member who is in charge of the estate of the deceased member. Retention and Disposal Standards: The files are retained for three calendar years. If the file contains an injury investigation then the file is held until the member is released from the CF and then transferred to the National Personal Records Centre, National Archives of Canada or if the file contains a death investigation the file is held until all necessary administrative action has been completed and the file is then transferred to the

National Personal Records Centre, National Archives of Canada, and placed in data bank PAC PCE 716/PAC PCE 717. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: Military Occupation Code, name, rank, service number, and type and year of incident. *PAC Number:* 69-014 *TBS Registration:* 000201 *Bank Number:* DND PPE 832

Cadet Instructors Cadre Personal Information Bank **Description**: The bank consists of individual personnel files, which contain personal information on officers of the Cadet Instructors Cadre (CIC). Contents include enrolment documentation, letters of reference, educational documentation, route letters, course reports, CIC Career Transaction Forms, pay authorization documents, Performance Evaluation Reports, medical and dental plan information, employment information and personal information documents containing service number, rank, surname, given names, addresses, telephone numbers, dates of birth, marital status, next of kin, military service, honours and awards, language capabilities, etc. Class of Individuals: This bank applies to officers of the Cadet Instructors Cadre (CIC). Purpose: These records are maintained for the purpose of preserving administrative details of a CIC officer's career. Retention and Disposal Standards: Individual records are normally retained by the individual's Regional Cadet Support Unit (RCSU) or, if employed within National Defence Headquarters (NDHQ), the Cadet Staff Establishment. Following the release of the CIC officer the unit holding the records will retain the file for a period of three years at which time the records are then forwarded to National Archives, Records are accessible by providing service number, surname and given names. PAC Number: TBS Registration: 004440 Bank Number: DND PPE 822

Canadian Forces Command and Staff College – Boards/Selection Processes

Description: This bank contains results of Boards convened and Selection Processes undertaken to consider the selection of officers to attend a staff college. Board reports may include lists of officers selected and alternates plus proceedings, observations and findings. Class of Individuals: This bank applies to CF officers. Purpose: The purpose of this bank is to record the results of the Command and Staff College Selection process to determine suitable officers to attend Command and Staff Colleges. Retention and Disposal Standards: Records are retained for two years for statistical purposes, and then destroyed. Records are accessible by providing: full name, rank, Military Occupation Code, service number, also particulars of the board such as, year, location and name of the staff college PAC Number: 69-014 Related to PR#: DND CSA 520 TBS Registration: 000190 Bank Number: DND PPE 821

Canadian Forces Drug Testing Program

Description: This bank contains: results of laboratory tests conducted on urine specimens in support of the CF Mandatory Drug Testing Program, administrative details of all specimen collections, and career action on members who produced validated positive test results. Class of Individuals: This bank applies to members of the CF Regular and Reserves. Purpose: The purpose of this bank is to maintain test results (of the CF Drug Testing Program) for statistical purposes and for use as a basis to initiate: enforcement, other administrative measures as prescribed in CFAO 19-21, preventative education, rehabilitation, and/or treatment. Consistent Uses: Information on positive urine test results is retained by the Drug Testing Administration Cell for statistical purposes. It is shared in-house only with: career managers, medical/social councillors, military police, and the member's CO. It is the basis on which the CO institutes administrative career action in accordance with CFAO 19-21. Retention and Disposal Standards: Urine specimens are held at the testing laboratory for one year and all documentation is held for two years, unless otherwise directed by NDHQ. and then destroyed. The records are accessible by providing: full name, initials, and place of testing (Unit Identification Code), and service number and date. PAC Number: 69-014 Related to PR#: DND PCA 630 TBS Registration: 003172 Bank Number: DND PPE 890

Canadian Forces Employment Equity Program **Description:** The bank contains personal information on members which is collected by means of a selfidentification survey. Respondents are asked on a voluntary basis to identify whether or not they are a member of a designated group (Aboriginal person, visible minority, woman, or person with disability). Class of Individuals: This bank applies to members of the Regular Force and Primary Reserve. Purpose: The purpose of this bank is to provide documentation for the implementation of employment equity in the CF falling under the Employment Equity Act, Part 1, Section 9. Data are collected to provide a comprehensive picture of members by designated group status. Consistent Uses: The CF may collect data for statistical purposes, for purposes relating to individuals, or for both. The information gathered will be used for institutional purposes in the CF Employment Equity program to: identify and eliminate employment barriers against persons in designated groups, and introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the CF, for policy and planning purposes related to employment equity. This information may only be disclosed in aggregate statistical form. However, if it is possible to identify an individual or individuals as a consequence of small numbers affected, those statistics shall not be disclosed. This information is used to: compile a personnel profile of members; and compare the situation of designated group members with nondesignated group members within the CF. The service

number may be used to link information in this bank with that in another bank containing members' information in order to obtain statistical information, where the securing of such information would be consistent with the uses for which the personal information was collected. *Retention and Disposal Standards:* The disposal criteria for this bank are to be established. The service number may be used to identify members when these identifiers are required to locate members' records. *PAC Number:* 69-014 *TBS Registration:* 003342 *Bank Number:* DND PPE 816

CF Member Personal Information File

Description: This bank contains documents obtained upon enrolment/transfer to the Regular Forces and correspondence and documents relating to an individual's career, such as the: post-enrolment/transfer date information such as change of name, proof of change of name, citizenship, date and province of birth, marital status on enrolment, dependants' language of instruction preference, sex and year of birth of dependent children, Change of Medical Category form CF 2088, career résumé, change of Reserve Service. Civil Convictions (except those for which pardons have been granted), consent to serve forms, course joining instructions, current statements of service, documentation regarding security/Personnel Reliability Program (PRP) clearance, previous service, Regional Social Work Officer reports, requests for compassionate posting, requests for special consideration, results of court marital, retirement option, regimental rebadging, Screenings for Overseas duty and/or Instructional/ Recruiting duty, Statements of Understanding, uniform selection, educational certificates/reports of academic achievements, enrolment documents, release instructions and personal enquiries, remuster, leave preference at compulsory retirement age, letters of reference, notice of intended release, Personnel Selection Officer reports, messages, posting/temporary duty promotion; re-engagement (and career development plans), Career Board decisions and recommendations, Delegated Authority, Documentation related to removal of acting provisions status on re-enrolment, applications for programs, promotion recommendations and approvals and records of flying time. Class of Individuals: This bank applies to members of the Regular component of the CF. Purpose: The purpose of the electronic file is to maintain a record of significant information regarding service members necessary to provide a support service to those engaged in personnel management or personnel administration of CF Regular Force personnel from enrolment to retirement. Retention and Disposal Standards: Records are retained for five years after release from the CF and then transferred to the National Personnel Records centre, National Archives of Canada where they are placed in data bank PAC PCE 718. Records are retrievable by service number, name and date of birth. PAC Number: 69-014 Related to PR#: DND CSA 520 TBS Registration: 004249 Bank Number: DND PPE 818

Chaplain Service

Description: This bank contains the records of Chaplains in the CF as well as correspondence on subjects of interest and concern to them. Class of Individuals: This bank applies to chaplains in the CF. Purpose: The purpose of this bank is to be used as a guide to actions affecting Chaplains and their work. Retention and Disposal Standards: Records are destroyed after three years. Records are accessible by providing; full name, service number, rank, and denomination. PAC Number: 69-014 Related to PR#: DND CGP 470; DND CRC 485 TBS Registration: 000176 Bank Number: DND PPE 807

Command and Staff Course Student Files

Description: The bank contains: a record of all formal interviews with the student, assessments and gradings of written and spoken assignments; assessments of performance during specific tutorial discussions; autobiographies; periodic overall performance assessments, and personal and administrative histories. Class of Individuals: This bank applies to: Officers of the CF, DND civilians, and visiting foreign and Allied Officers. Purpose: The purpose of this bank is to maintain a temporary file record of the observed performance of: CF officers, and visiting foreign, Allied officers who attend the yearly ten-month-long Command staff course. The bank is used to provide documented justification for the content of each student's formal course assessment. Retention and Disposal Standards: Records are destroyed after three years. Records are accessible by providing: full name, rank/title, and service number. PAC Number: 69-014 Related to PR#: DND RET 370 TBS Registration: 000211 Bank Number: DND PPF 843

Conflict of Interest and Post-Employment Code – Military

Description: This bank contains: Conflict of Interest Certification Documents; Confidential Reports of assets, liabilities, and participation in outside activities in accordance with DAOD 7021-1 Conflict of Interest Guidelines; analyses and correspondence about actual potential and apparent conflicts between a members private interests or holdings and his or her official duties and responsibilities, reports and correspondence about actual and potential offers of post-employment. Class of Individuals: This bank applies to members of the: CF regular, and Reserves on full-time paid service. Purpose: The purpose of this bank is to: enable designated officials to determine whether a CF member is in compliance with the conflict of interest compliance measures and whether a senior member or former senior member (as defined in DAOD 7021-2, Post Employment Guidelines) is in compliance with the post-employment compliance measures; maintain information required to implement the DAOD 7021 series; record actual, potential and apparent conflicts of interest and their resolution and/or any postemployment compliance action, and support decisions

on administrative or disciplinary action if a conflict of interest exists. *Note:* This impacts on a current CF member's or DND employee's ability to deal with a former senior member. *Retention and Disposal Standards:* Records are retained by this department for the duration of employment plus two years, after which the records are destroyed. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: name, rank, and service number. *PAC Number:* 85-001 *Related to PR#:* DND CSA 520 *TBS Registration:* 001966 *Bank Number:* DND PPE 864

Dental Records

Description: The bank contains assessments of dental fitness to perform duties as a serving regular member of the CF and records of active dental treatment. The data includes: comments and opinions, dental and medical histories, special dental and medical examinations, and tests. Class of Individuals: This bank applies to members of the CF. Purpose: Dental records are: used for ongoing planning and provision of required dental treatment throughout an individual's career, and may also be used for forensic identification during and following service in the CF. Retention and Disposal Standards: During the service career, dental records are retained by the dental detachment responsible for the individual's treatment requirements. One year after member's release from the CF, records are transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. Records are accessible by providing: date of birth, full name, rank, and service number. PAC Number: 69-014 Related to PR#: DND DSD 510 TBS Registration: 004317 Bank Number: DND PPE 811

Dependant Education Allowances

Description: This bank consists of one database containing information concerning education and related care benefits for the dependants of DND personnel serving inside/outside Canada. This information may includes the: authorized benefits. name(s) and date(s) of birth of dependants, pertinent school years of benefit, posting location, and service number and name of DND personnel/CF members. Class of Individuals: This bank applies to: members of the CF, civilians employed by DND outside Canada, and teachers on loan of service from municipal school boards in Canada who are recipients of benefits. Purpose: The purpose of this bank is to track requests for and approval of education and related care benefits for the dependants of DND personnel serving inside/outside Canada. Retention and Disposal Standards: Records are retained for 10 years and then destroyed. Records are accessible by providing: name, and service number. Dependant education benefits records are identified by: date(s) of birth, dependants name(s), name, and service number of the DND

member. *PAC Number:* 69-014 *Related to PR#:* DND DEP 465 *TBS Registration:* 003267 *Bank Number:* DND PPE 876

Designation of Additional Dependants Remuneration Supplement Claims and Hospital/Medical Claims Outside of Canada Description: This bank contains information on personal characteristics of the person for whom application is being made. Class of Individuals: This bank applies to: members of the CF, and dependants of members. Purpose: The purpose of this bank is to maintain a record of designation of additional CF dependants outside of Canada for hospital and medical coverage. Retention and Disposal Standards: Records are destroyed after two calendar years. Dependant records are identified by: the dependant's name, date of birth, name of serving member, relationship to the serving member, and the serving member's full name, service number, rank and Military Occupation Code. PAC Number: 69-014 Related to PR#: DND CBD 450 TBS Registration: 000178 Bank Number: DND PPE 809

DND Defence Integrated Human Resource System – (DIHRS)

Description: This bank is a single, integrated human resource (HR) information management system, designed using the PeopleSoftTM HR software, that can be used by DND/CF members, employees and managers to support the regular, reserve and civilian components of the Department. DIHRS provides support to the following Military and Civilian HR processes: Assignment and Military Occupation Structure. Civilian Pay (pay & benefits/leave) maintains all data pertaining to the employee (such as address, employment situations, PRI, salary); Priority Management position clearance requests and work force adjusted employees, and Staffing: maintains staffing related data (competition number, process, and candidate information human resources planning); maintains and tracks data pertaining to employment equity target groups; and measures participation in special development programs, data relating to the Civilian Reduction Program (CRP), employment records substitution availability, and Financial benefits and education benefits. Processes applicable to military and civilian maintains all kind of leave records as earned and used by employee; Position Management Process: position, section data, and Unit class, co-ordinates pertaining to the position, points, and the classification information such as class; and Personnel Administration: date and place of birth, dependants, duty location, educational level, engagement plan, former members of the Regular Force, marital status, medical category, military occupation, name, occupational qualifications, official languages updates (employee data, and Linguistics position), rank, religious denomination, security clearance (data related to employee security clearance level, and the security clearance of the

position), service history for current, and service number. Serving Regular Force personnel may request individually from a local Enterprise User, a PRR. showing a resume of the data held on them. Similar but fewer data elements are maintained for all former and current Reserve Force members. Records of members released from the CF are not subject to amendments. Purpose: The purpose of this transactional data bank is to provide and verify information for those engaged in the management or administration of DND/CF personnel, at all levels of the Department including: APMS, Automated Posting Message System supporting Career Managers, ARCIS, Automated Rank Change Instruction System supports generation of promotion messages, CFSS for Organizational Changes, Defence Integrated Human Resource System - Datamart, FIS, Financial Information System, Great West Dental, ITMIS - Individual Training Management Information System, MBSS, Merit Board Support System application used to assist the conduct of military merit boards, OL Official Languages Interface OPDP, Officers Professional Development Program tracking system, PASS, Personal Administration Support System, PWGSC, Public Works Government Services Canada, SNAMS, Service Number Access Management System, SUEP, Subsidized University Education Program, SWE - Salary Wage Envelope, Universal Classification System IM Support, Consistent Uses: The information in this bank is used to: update and confirm the holdings of common data on personnel, maintained by the Central Computation Pay System re-engineering (CCPSre), facilitate decision making on personnel matters, reply to requests for specific personnel data on a controlled basis, support the maintenance of common information such as qualifications, produce reports to managers in order to facilitate their decision making, and update Environmental Command Headquarters and Group Principle sub-Datamarts. The SIN is collected in accordance with the: Canada Elections Act for the provision of annual Statements of Ordinary Residence to members of Parliament, Canada Pension Plan Regulations, Income Tax Act, Unemployment Insurance Act for the purpose of managing and administering members' pay. Class of Individuals: This bank applies to: former and current members of the CF (Regular and Reserve), and Civilian employees of DND. Retention and Disposal Standards: Records are retained for a period of five years after the last administrative action. Records are then destroyed. Records are accessible by providing: full name, and or service number, PRI or Enterprise Employee ID. PAC Number: 69-014 Related to PR#: DND MSD 785 TBS Registration: 004155 Bank Number: DND PPE 805

Employee Safety

Description: This bank contains personal information regarding an individual's physical or sensory impairment. **Class of Individuals:** Employees of the institution. **Purpose:** This information is collected and

maintained to provide CSE with the awareness of any additional safety requirements. *Consistent Uses:* The information is used to implement and provide additional safety procedures and products to aid persons with disabilities where warranted. *Retention and Disposal Standards:* To be retained for six months after the employee has left the institution. *PAC Number:* 97-003 *TBS Registration:* 004438 *Bank Number:* DND PPE 819

Harassment

Description: This bank may contain: letters of complaint regarding incidents of harassment; records of interviews with complainants respondents and witnesses to incidents; investigations reports and related documentation and evidence, and records of decisions taken about particular incidents/complaints. Class of Individuals: This bank applies to: CF members, employees of DND and other persons who work in the DND/CF workplace. Purpose: The purpose of this bank is to: record information necessary for dealing with complaints of harassment at the workplace; make decisions in specific instances on whether or not harassment is occurring, and when this is the case, to determine the appropriate action, including disciplinary actions, to be taken to address and resolve a harassment situation; support any subsequent adminstrative and/or disciplinary action taken with respect to the situation and the members. employees and other persons involved; provide access should the case result in a grievance, Canadian Human Rights Act complaint, or complaint to the Public Service Commission of Canada, or any other form of complaint, inquiry, or legal proceeding; and compile statistical data. Consistent Uses: In support of the departmental goal of zero incidence of harassment, the findings and recommendations of any investigation of harassment may be disclosed to the complainant and the respondent. Any disciplinary and administrative action taken against the individual as a result of the findings may also be disclosed to the complainant. Such information must be retained as a separate record and not placed on the complainant's personnel record. When a disciplinary action results from an investigation, information may be transferred to the Conduct sheet for Military personnel and to the Discipline Bank for DND Civilian employees. The information in this bank may be used should the case result in a grievance, Canadian Human Rights Act complaint, complaint to the Public Service Commission of Canada, or any other form of complaint, inquiry, or legal proceeding where applicable, the information may be used in the compliation of statistical data. Investigation findings concerning respondent, in cases of founded complaints, and complainants, in cases of bad faith complaints, may be used for personnel selection purposes. Retention and Disposal Standards: Records are retained for five years after the last administrative action and may then be archived or . destroyed with the consent of the National Archivist. Records are accessible through the

Director Access to Information and Privacy (DAIP) section by providing the names of the complainant and respondent, case file number, or other information identifying the specific record, including the unit and location where the case was administered, the approximate date the case was administered, etc. TBS Registration: 003005 Bank Number: DND PPE 875

Human Resource Research and Evaluation Information Data Bank

Description: This automated data bank contains: Data on selection tests; Information from applicants to the Canadian Forces on: Employment equity: Assessment Rating; Assessment Narrative; and Military Potential Score: and Data provided by personnel leaving the Canadian Forces who have completed the Attrition Information Questionnaire. Class of Individuals: This bank applies to: Applicants to the CF, and serving and former members of the CF. Purpose: The purpose of this automated data bank is to provide a database for human resource research and evaluation (i.e. occupational selection and program/policy development and evaluation) and occupational selection. Consistent Uses: The applicant number, service number or Social Insurance Number may be used to link or match information in this bank with (DND/PPE 805, DND Defence Integrated Human Resource System - (DIHRS) and bank PSE 918 (Employment Equity Program) for purposes consistent with both banks and with the reasons for which the information was collected. Matched information may subsequently be held in either or both banks. Retention and Disposal Standards: CF 283 Applicant Assessment forms and DND 2158 Non-Commissioned Member Applicant Assessment forms are retained in hard copy until document image is transferred to microfiche or electronic format; and indefinitely on microfiche or electronic format. CF Selection Tests, CF Applicant Surveys and CF Attrition Information Questionnaire are held in hard copy until information is transferred to computer database; and automated data indefinitely. Automated data is retained indefinitely. Records are accessible by providing: SIN, Service Number, Surname, and enrolment year of application. PAC Number: 69-014 Related to PR#: DND PDB 360 TBS Registration: 000184 Bank Number: DND PPE 815

Identification and Access Control Cards

Description: This bank contains: photographs, signatures, Service Number (SN) (military) / Personal Record Identifier (PRI)(civilian), surname and given names date of birth and blood group (for CF members). The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by means of identification forms, correspondence, and videocassette or camera and is stored on an automated database. Records are accessible by providing SN/PRI and full name. Class of Individuals: CF members, civilian employees of National Defence and Allied Forces personnel and their

dependants serving in Canada. Purpose: The purpose of this bank is to maintain information relating to the issuance and cancellation of identification and access control cards. For safety and security reasons, the information is used to control acces and egress to certain facilities, and to provide for the security of DND employees and property. Consistent Uses: Issuance of identification and access control cards. Information may be used to produce reports for statistical analysis or for incident investigation. Retention and Disposal Standards: Information related to access and egress of DND facilities is collected solely for safety and security reasons and is retained for two years for incident investigation purposes, and is then destroyed. Identification records of deceased individuals are destroyed two years from date of death. All other records are retained for five years after release from the Department and are then destroyed. TBS Registration: 003681 Bank Number: DND PPE 896

Information Services

Description: This bank contains biographical information on: civilian officials within DND, and senior military. Class of Individuals: This bank applies to: senior military, and civilian officials of DND. Purpose: The purpose of this bank is to compile and obtain information for internal and external use by Public Affairs Officers in the performance of their duties. Retention and Disposal Standards: Records are held until retirement and are then placed in DND PPE 818. Records are accessible by providing: date of birth, full name, Military Occupation Code, and rank, PAC Number: 69-014 Related to PR#: DND ISD 065 TBS Registration: 000196 Bank Number: DND PPE 827

Insurance - Service Income Security Insurance Plan (SISIP)

Description: This bank contains applications for coverage under the Service Income Security Insurance Plan (SISIP) as well as for the General Officers Insurance Plan (GOIP) for: all Regular Force, and Class C Reserve Force. The master policy is held by Maritime Life Assurance Company. The bank also contains: CF death notifications, and life claim forms submitted by claimants. Class of Individuals: This bank applies to current and former Regular Force and Class C Reserve Force members of the CF. Purpose: The purpose of this bank is to maintain; a file of past and present CF personnel who have applied for SISIP and GOIP coverage; and a record of death and/or disability information, including benefits payable or reasons for rejection, for current and former members of the CF who are SISIP participants. Retention and Disposal Standards: Records are destroyed seven calendar vears after death or cancellation of coverage. Records are accessible by providing: date of birth, full name and service number. PAC Number: 69-014 Related to PR#: DND CBD 450 TBS Registration: 000177

Bank Number: DND PPE 808

Judge Advocate General's Files/Service Estates

Description: This file contains: correspondence reflecting the names of estate beneficiaries, executors. court appointed administrators and legal counsel retained for estate administration purposes, financial records detailing monetary entitlements forming part of the military Service Estate: information pertaining to the disbursement of such monetary entitlements and personal effects, also forming part of the military Service Estate; subsequent correspondence between the Director of Estates and military units in relation to the collection, safeguarding and authorized shipment of the deceased's personal effects; correspondence between the Director of Estates and estate beneficiaries, executors, court appointed administrators and retained legal counsel reflecting the administrative process involved in distributing military Service Estates. Class of Individuals: This bank applies to deceased members of the Regular Force and Reserve Force, Class "B" or "C" on active service at the time of death. Purpose: The purpose of this bank is to document Service Estate administration in relation to members of the CF who were on active service at the time of death. Retention and Disposal Standards: The files are held until all necessary action has been taken by the Director of Estates and are then transferred to the National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: date of death, full name, and service number. PAC Number: 69-014 Related to PR#: DND JAG 015 TBS Registration: 000220 Bank Number: DND PPE 856

La Relève Executive Feeder Group

Description: This bank is a single, integrated human resource (HR) database. Respondents voluntarily provide data on completed questionnaires which includes personnel data, work related data, official languages data, academic qualifications, professional accreditation, learning and development completed, ten-year employment history, areas of expertise, scope of experience and career aspirations over the next tenyear period. Class of Individuals: This bank applies to civilians currenty employed by DND. Purpose: The database was created to present the Deputy Minister's Human Resources Committee (DM HRC) with a demographic profile of the EX-minus 1, EX-minus 2 and EX-minus 3 communities in the Department of National Defence (DND). This questionnaire was designed to provide departmental management, the DM HRC, with information to describe this pool and put into place the requisite developmental initiatives to prepare candidates for anticipated EX vacancies. Retention and Disposal Standards: Records will be destroyed two-year after the last administrative action. PAC Number: 69-014 Related to PR#: DND SGB 490 TBS Registration: 005114 Bank Number: DND PPE 861

Medical Professional Standards Register

Description: This bank contains: correspondence between Chief Health Services (CHS) and the professional licensing body, correspondence between various agencies of DND concerning professional standards, minutes of the medical professional standards considering these cases, notes concerning the CF Medical Service (CFMS) members about whom concerns for professional competence and behaviour has been raised. Class of Individuals: This bank applies to any or all CFMS personnel. Purpose: The purpose of this bank is to maintain information on CF Medical System Service personnel whose professional performance has been under consideration and the type of action that has been taken. The information will be made known only to those: individuals under review, and in the necessary chain of command for necessary action. Retention and Disposal Standards: The information will be retained for 5 years after the release from the Department and will then be destroyed. However where a change or complaint has been cleared, this information will be clearly attached to the specific case. Records are accessible by providing: name and initials, SN for CF members or SIN for civilian medical professionals. PAC Number: 69-014 TBS Registration: 003960 Bank Number: DND PPE 898

Number: DND PPE 696

Medical Records

Description: This bank contains assessments of medical fitness to perform duties as a serving member of the Canadian Regular Forces and records of medical treatment, including those at CF Hospitals. In certain designated areas, isolated and semi-isolated units, the bank may contain records of medical treatment for dependants of serving members. The data may include: comments, medical histories, opinions, and special medical examinations, and tests. Class of Individuals: This bank applies to: members of the CF, and dependants of serving members. Purpose: The records serve as a reference source for medical treatment and career medical/administrative decisions. Consistent Uses: Within the parameters of CF Medical Order 8-02, information concerning members of the CF and dependants covered under the Code of Service Discipline may be disclosed to the Commanding Officer, a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, Provincial and Municipal Authorities according to existing statutes, and as required for use in judicial proceedings. Retention and Disposal Standards: Five years after a member's release, records are transferred to National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 717. These records remain under the control of DND for five years, any Privacy request should be forwarded to DND. Retention and disposal of dependant's medical records

shall be in accordance with the Provincial Public Hospital Act where the medical documents were initiated. Retention and disposal of dependant medical records originating outside Canada shall be regulated by the Ontario Public Hospital Act. As explained in the previous block all request for information must be sent to DND five years after members date of release. Records of military members Records of military members are accessible by providing: CF Hospital with dates of admission and discharge, full name, Military Occupation Code, date of birth, service number, and date of release. Dependant medical records Dependant medical records are identified by: name of serving member, the dependant's name, date of birth, the serving member's service number, and relationship to the serving member. PAC Number: 69-014 Related to PR#: DND SGB 490 TBS Registration: 004316 Bank Number: DND PPE 810

Mentor Program

Description: This bank contains personal information voluntarily given by mentors and proteges. It includes name, education, training, goals and personal opinions. It may also include resumes, work and experience histories, reviews and statistics of the mentoring program as well as individual reviews and updates of a mentor or protege. Class of Individuals: Employees of the institution. Purpose: This information is maintained to provide documentation for the planning, administration and operation of the mentor program. Consistent Uses: To register the participation of mentors and proteges. To plan, administer, report on and evaluate the mentor program. To develop and maintain a catalogue of available mentors and what they have to offer. Retention and Disposal Standards: These records will be destroyed six months after an employee has withdrawn from the program. PAC Number: 97-003 TBS Registration: 00439 Bank Number: DND PPE 820

Merit Award Program

Description: This bank contains: minutes of meetings, personal data of nominees, regulations governing the Merit Award Program, rules, and statistics and employee employment records. Class of Individuals: This bank applies to: military personnel, and civilian employees of DND. Purpose: The purpose of this bank is to administer DND Merit Award Program, The bank is used to process Merit Award nominations for consideration by Command and National Defence Headquarters Group Committees. Consistent Uses: Social insurance number and mailing address are required for: award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. Retention and Disposal Standards: Records are destroyed after three calendar years. Records are accessible by providing: date of birth, date of nomination and/or award, full name, Military Occupation Code, and

rank. *PAC Number:* 69-014 *Related to PR#:* DND ESD 045 *TBS Registration:* 000195 *Bank Number:* DND PPE 826

Military Honours and Awards

Description: This bank contains: listings of personnel who have received military honours and awards, and certain limited military ceremonies concerning: buildings, freedom of cities, Governor General, rovalty, ships amd related activities such as unit commemorative events. Class of Individuals: This bank applies to members of the CF and civilian employees of DND. Purpose: The purpose of this bank is to establish and maintain a record of: certain limited Department of DND ceremonial activities, primarily of a military nature, and honours and awards accorded to members of the CF. Retention and Disposal Standards: Records are retained for five calendar years and then transferred to National Archives of Canada where they are placed in data bank PAC PCE 716. Records are accessible by providing: date and event concerned, date of birth, full name, and rank and Military Occupation Code. PAC Number: 69-014 Related to PR#: DND DOC 420; DND DOC 445 TBS Registration: 000192 Bank Number: DND PPE 823

Military Personnel - Grievance File

Description: This bank constitutes a record of applications for: redress of grievances submitted, and the decisions made in respect of those grievances. Class of Individuals: This bank applies to members of the CF. Purpose: The purpose of this bank is to record: applications for redress of grievances submitted in accordance with Regulations and Orders made pursuant to the National Defence Act, and the decision made in respect of those grievances. Consistent Uses: This information is used in investigation, by the CF, of complaints made, in accordance with the Canadian Human Rights Act, by the same person who submitted the grievance, and relating to the same subject. Retention and Disposal Standards: The files are destroyed five years after last administrative action. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: Military Occupation Code, name, rank, service number, and year of grievance. PAC Number: 69-014 TBS Registration: 000200 Bank Number: DND PPE 831

Military Police Investigation Case Files

Description: This bank contains personal information on individuals who have been involved in an incident, including: criminal, criminal intelligence or security offences investigated by the Military Police. This bank also records the findings of authorized investigations. The bank consists: civil and military court documents, photographs, record books documentary exhibits, related correspondence index cards, lists of evidence, telegrams containing investigative information investigation and occurrence reports, written statements. Persons are identified by: date of birth, name, and

initials, Service Number. The report in which they are mentioned is identified by the: assigned file index number for the investigation, type of incident or offence, and date of its occurrence. Class of Individuals: This bank applies to: members of the CF, civilian employees of DND, and members of the public involved in an offence on DND establishments. Purpose: This information is used by departmental authorities for: appeals, investigations, civil actions, pensions, service, personnel administration, planning, criminal actions. postings, criminal injuries compensation, research, disciplinary measures, security and reliability screening. eligibility for medical treatment, statistical purposes, and evaluation, suppression of crime. Consistent Uses: Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Retention and Disposal Standards: The records in this bank held outside NDHQ are destroyed 2 years after last administrative or judicial use while records at NDHQ are transferred to National Archives after 5 calendar years. Some records may be retained for a longer period: if judged to be of archival value, or if deemed to be of historical value to the Department of DND. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing; full name and initials, location and date, Service Number (not mandatory), and type of incident or offence. PAC Number: 69-014 Related to PR#: DND MIS 085 TBS Registration: 000203 Bank Number: DND PPE 835

Military Postgraduate Student Records

Description: This bank contains basic personal and course-related information concerning officers undergoing postgraduate training at the Royal Military College of Canada, such as: Course: CLA request reference course start and end dates course title date assigned date thesis received FMS/WCN numbers (applicable to US military courses) name and location of institution program type Member's: military occupation code and description name and initials obligatory service completion date occupation speciality qualification code posting date and message rank service number target position in establishment Financial: estimated total cost file and course loading authorization (CLA) numbers financial planning code (GRC) training source category. Class of Individuals: This bank applies to officers of the CF and other students selected for postgraduate training at the Royal Military College of Canada. Purpose: The purpose of this bank is to: assist in the assignment of trained personnel to those establishment positions requiring specific postgraduate qualifications, and maintain administrative records of officers and other students undergoing postgraduate training. Retention and Disposal Standards: Hard copy file records are contributed to personal information bank DND PPE 818 Career Manager Personal Files on completion of

training. Computer records are retained indefinitely for statistical purposes. Records are accessible by providing: course title and program type, full name, Military Occupation Code, name and location of the institution where training was received, rank, and service number. *PAC Number:* 69-014 *Related to PR#:* DND RET 370 *TBS Registration:* 003269 *Bank Number:* DND PPE 878

Minutes of Proceedings of Courts Martial **Description:** The minutes of proceedings of a court martial and an accurate record of all: decisions, findings, pleadings, sentence of a court martial, and including all exhibits in the form of documents, and testimonies. Class of Individuals: This bank applies to: members of the CF, and other persons who are subject to the code of service discipline by virtue of section 60 of the National Defence Act. Purpose: These records are kept for purposes of research, administration and appeals to the Court Martial Appeal Court, and to the Supreme Court of Canada. Retention and Disposal Standards: Documents created after 1 Sep 99 are held by CMJ/CMA. Documents created earlier are retained by JAAG/CMP. Records are never destroyed. Records are accessible by providing: full name and rank, year and place of court martial, when applicable, of the accused. PAC Number: 69-014 Related to PR#: DND JAG 035 TBS Registration: 000199 Bank Number: DND PPE 830

National Defence Fingerprint File

Description: The following information is held for identification: amoutations, fingerprints, birthmarks, FPS number, colour of hair and eyes, height, complexion, name, date and place of: all previous employment with the CF, RCMP or public service, birth, engagement, and fingerprinting. deformity, occupation or trade, scars, service number (SN) / civilian PRI number, sex, signature, tattoos, and weight. Class of Individuals: Members of the Canadian Forces: civilian employees of National Defence (note 1) and Allied Forces personnel serving in Canada. Purpose: The purpose of this bank is for service considerations to provide an infallible means of identifying personnel who may have been victims of a serious injury, amnesia or death during times of war and peace. Consistent Uses: The fingerprints in this bank may also be used by the department for reliability and security screening of employees. Retention and Disposal Standards:. Records of Members of the CF, and civilian employees of DND are retained by the Department for five years from date of release, and then destroyed. Deceased individuals records are destroyed two years from the date of death. Allied Forces personnel serving in Canada are destroyed at termination of their tour of duty in Canada. Records are accessible by providing: as proof of identity, one rolled fingerprints done in black ink, name, and service number (SN) / civilian (PRI) number. Note 1: Civilian prints will normally only be taken under two conditions: when employed in a high

risk area and the local commander dictates that prints will be submitted; and when deployed on a CF operation or in theatre. *PAC Number:* 69-014 *TBS Registration:* 000170 *Bank Number:* DND PPE 801

Non-Public Fund (NPF) Employee Personnel Records

Description: This bank contains names, applications for employment of successful candidates, date of employment, unit of employment, career history, date of birth, employee's Social Insurance Number, sex, marital status, salary, record of pay adjustments, benefit plan information, pension information, employee evaluation reports, complaints from employees and commendation letters. The information both centralized and decentralized, is maintained in manual and electronic systems. Class of Individuals: This bank applies to Non-Public Fund employees in the Bases, Units and Wings of the CF and those employed directly by the Canadian Forces Personnel Support Agency. Purpose: The purpose of this bank is to store employee information related of employment, benefits and pensions. Consistent Uses: Pursuant to the Income Tax Act, the Employment Insurance Act and the Pension and Benefits Standards Act (1985) documentation to support income tax deductions, pension deductions and entitlements, is provided to Canada Customs and Revenue Agency (Taxation). Retention and Disposal Standards: Files are curently destroyed five calendar years after an employee terminates if there are no benefit or pension implications. Records where there are benefit implications are kept until resolution of the situation, while pension files are mantained until death of the pensioner or his survivor and are held for two years after the last administrative action. Records are obtainable by providing full name, Social Insurance Number, date of birth and location and period of employment. PAC Number: 69-014 Related to PR#: DND PSB 385 TBS Registration: 005115 Bank Number: DND PPF 865

Officer Boards for Academic Enhancement and Specialist Training Plans

Description: This bank contains the annual boards for Post Graduate Training and for: University Training Plan (Officers), Initial Baccalaureate Degree Programme Military Medical Legal Dental Pharmacy and Chaplain Training Plans. Each board may contain; any resulting postings, lists of the officers selected, letters of disposition to each applicant, Post Graduate Training Board lists alternates and those not selected. proceedings, and findings, and selection criteria. Class of Individuals: This bank applies to officers of the CF who have made application for the training plans listed and for Post Graduate Training. Purpose: The purpose of this bank is to record the findings of the annual boards convened to determine suitable officers from those who have applied for each of the training plan. Retention and disposal Standards: Records

are retained for statistical purposes for three calendar years and then destroyed. Records are accessible by providing: full name Military Occupation Code, particular plan, rank, service number, and year of application. *PAC Number:* 69-014 *Related to PR#:* DND CSA 520 *TBS Registration:* 002273 *Bank Number:* DND PPE 848

Pay Records File

Description: This bank enables the Central Computation Pay System (CCPS) and the Revised Pay System for the Reserves (RPSR) to determine and record pay entitlements and applicable deductions. The bank contains: acquittance roll payments, third party pay allotments, including documentation concerning compulsory payments, CPP and Employment Insurance (EI) contributions, deductions such as Income Tax, hospital and medical plan premiums and pension contributions and records of their pay and allowances entitlements and attendance for the reserves. Class of Individuals: This bank applies to members of the CF (Regular and Reserve). Purpose: The purpose of this bank is to: record the individual pay records for members of the CF (Regular and Reserve services), administer the recovery of debts owed to the Crown by designated agents of DND, for statistical research information, gather, plan, implement and evaluate government personnel policies relating to pay and allowances. Consistent Uses: Pursuant to the Income Tax Act, Employment Insurance Act and Canada Pension Plan Act, documentation to support pay and deductions, including the social insurance number, is provided to: the Departments of Public Works and Government Services Canada and National Revenue (Taxation), and designated agents of DND (e.g. collection agencies, Department of Justice. Retention and Disposal Standards: The Master Pay Records for the regular force member were microfilmed on a regular basis and destroyed after 54 years. Since 1976, the records are kept on computer disk/tape and are computer readable. Records are accessible by providing: full name and service number. PAC Number: 69-014 Related to PR#: DND FSB 765 TBS Registration: 003788 Bank Number: DND PPE 858

Pension File

Description: The bank contains: copies of vital statistics of serving CF members and their dependants, pension election forms, pension observations and correspondence concerning pensions, proof of prior service and payment information, division of pension information and information on deaths of former members and payment information on survivors. Class of Individuals: This bank applies to members of the CF and survivors. Purpose: The purpose of this file is to: determine superannuation benefits for members of the CF (Regular) upon release, and gather statistical research information for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. Consistent Uses:

Pursuant to the Income Tax Act, documentation supporting pension entitlements, including the social insurance number, is provided to the: Department Public Works and Government Services Canada (DSS PCE 701, Superannuation Annuitant System Database) for the issue of pension cheques, and Department of National Revenue (Taxation) for bank RCT PPU 005 Individual Income Tax Return. Retention and Disposal Standards: Records are retained by Director Accounts Processing. Pay and Pensions until the member is released, at which time they are forwarded to the Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC PCE 719. Records are accessible by providing: full name, and service number. PAC Number: 69-014 Related to PR#: DND FSB 765 TBS Registration: 000223 Bank Number: DND PPF 859

Performance Evaluation Report File

Description: This bank contains: Performance Evaluation Reports, course reports and letters of commendation and awards. Retention and Disposal **Standards:** Records are: retained for five years after the individual's release, and then transferred to National Archives of Canada where they are placed in data bank PAC PCE 720. Purpose: The purpose of this electronic bank is to: maintain a record of performance on the job and determine on a continuing basis the relative merit/suitability of members for: other management administrative decisions, promotion, release, retention, and training. Class of Individuals: This bank applies to: members of the Regular Force and members of the Reserve Force on Class C service. Records are accessible by providing: date of release if applicable, full name and service number. PAC Number: 69-014 Related to PR#: DND CSA 520 TBS Registration: 000206 Bank Number: DND PPE 838

Personnel Files - Training

Description: The files contain: appearance, personal particulars, records of performance during the course, and records regarding personal behaviour. Class of Individuals: This bank applies to members of the CF. Purpose: The purpose of this bank is to maintain files on all personnel undergoing individual training at CF Schools other than Military Colleges and Staff Colleges. Files enable the school to have information regarding the candidate and to collect pertinent information used by the school staff to counsel and prepare the final course reports on the students. Retention and Disposal Standards: Records are destroyed after two years as the information is incorporated into a formal course report which is retained in the member's performance evaluation report files (DND PPE 838) for the duration of the individual's career. Schools maintain these files for one year and then forward the files to the regional office of the National Archives of Canada where they are held for one year. Exceptions to this are the files of officer candidates at CF Leadership and Recruit School, Saint-Jean, where the files are maintained for

eight months and then forwarded to the regional office of the National Archives of Canada where they are held for three years in data bank PAC PCE 716. Records are accessible by providing: course attended, full name, Military Occupation Code, rank, school where course was taken, and service number. PAC Number: 69-014 Related to PR#: DND RET 370 TBS Registration: 000210 Bank Number: DND PPE 842

Personnel Security Investigation File

Description: This bank contains personal data, such as: credit check reports, criminal records, investigative reports, notations of the level of security clearance, related correspondence, reliability status granted, Security Clearance Review Board documentation, Security Intelligence Review committee appeals, and security/reliability analyses. Details of CSIS investigations are maintained in a CSIS bank. This bank contains personal information about the individual; his or her immediate family, the names and comments of: past employers, and character references, possibly the names and activities of associates with whom the individual would have contact. Class of Individuals: This bank applies to: Perspective, current and former members of the CF, civilian employees of DND, or personnel who are on a personal services contract with DND. By virtue of the clearance and reliability check process, personal information may be held on individuals who are not themselves the subject of the security assessment or reliability check. Purpose: The purpose of this bank, in accordance with the Government Security Policy, is to maintain personal information held on individuals who are or have been the subject of security screening procedures in relation to pre-employment/employment with the CF/DND. For those individuals who necessitate a security clearance, information has been obtained to support decisions taken to assess an individual's loyalty and reliability as it pertains to loyalty to Canada. Additionally, for those individuals who were reliability screened, information in support of these assessments is held on file. A reliability check is required as a condition of employment in the CF/DND and is required to assess the honesty, trustworthiness and discretion of an individual when given access to: sensitive information or government assets, access to valuables, drugs, hazardous or dangerous material; or responsibility for the well-being of persons or control of personnel. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS band. Consistent Uses: Information may also be used in other lawful investigations. Personnel security screening information may be requested from or transferred to other Government agencies/departments upon request from respective Departmental Security Offices for employment purposes. Retention and Disposal Standards: All security clearance records of personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All

reliability-screening records for enrolled or employed personnel are retained for a minimum period of ten years from the time administrative action is taken on the file. All reliability-screening records for personnel only processed for a reliability screening and were not employed are retained for a minimum period of two vears. Individuals wishing to access information should through the Director Access to Information and Privacy (DAIP) section include within their request their: date of birth, given names, and surname, Those individuals who were released/left the CF/DND prior to 1992 should also provide their Social Insurance Number (SIN). To assist in expediting the processing of their request, applicants should identify the specific information desired. PAC Number: 69-014 TBS Registration: 004010 Bank Number: DND PPE 834

Personnel Selection Officer (PSO) Training Files Description: This bank contains academic qualifications, biographical data, letters of appreciation, posting and promotion messages, records of special employment or experience and reports on: courses, in- and out-service speciality training, on-job-training, post-graduate courses, professional development courses. Class of Individuals: This bank applies to Personnel Selection Officers of the Regular and Reserve Forces. Purpose: The purpose of this bank is to select individuals for appropriate training and professional development as well as selecting qualified individuals to be employed as instructors or supervisors. Retention and Disposal Standards: Information is retained until the individual reaches compulsory retirement age or the rank of Colonel at which time the records are destroyed. Records are accessible by: name, rank, and service number. PAC Number: 69-014 Related to PR#: DND CSA 520 TBS Registration: 003268 Bank Number: DND PPE 877

Provision of Legal Aid to Members of the Canadian Forces

Description: The file normally contains an outline of the legal problem involved and the advice given or action taken with respect to the problem. For the most part, the records in this file are limited to cases where an interview has been conducted with the persons seeking legal advice. Class of Individuals: This bank applies to: members of the CF, members of other armed forces attached or seconded to the CF, dependants of CF members serving outside Canada, and members of the civilian component of the CF and their dependants serving outside Canada. Purpose: The purpose of this bank is to document the provision of personal legal advice by legal officers of the CF to individuals identified in the application block. Retention and Disposal Standards: The files are destroyed after two years. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: full name, location of the interview, and service number. PAC Number: 69-014 Related to PR#: DND JAG

015 **TBS Registration:** 000221 **Bank Number:** DND PPE 857

Provision of Legal Counsel at Public Expense Description: This bank contains information concerning applications by military personnel and civilian employees of DND who apply for the provision of legal counsel at public expense under the Treasury Board Policy on the Indemnification of and Legal Assistance to Crown Servants, Class of Individuals: This bank applies to: CF members, and civilian employees of DND. Purpose: The purpose of this bank is to document applications for the provision of legal counsel at public expense for servants who have acted within the scope of their duties and have met reasonable departmental expectations. Retention and Disposal Standards: Records are retained for six calendar years from when the file is closed. Files are transferred to National Personnel Records Centre, National Archives of Canada where they are placed in data bank PAC PCE 716. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: full name; SN/PRI, and DOB. PAC Number: 69-014 TBS Registration: 003982 Bank Number: DND PPE 897

Requests from and Disclosures to Investigative Bodies

Description: The bank maintains a record of all: requests submitted by investigative bodies as listed in Schedule II of the Privacy Regulations, to the Department of DND, under section 8(2)(e) of the Privacy Act, and replies to such requests and information related to their processing. Class of Individuals: This bank applies to: members of the CF, and civilian employees of DND. Purpose: The purpose of this bank is to maintain a record that provides the statistics required to report on the number of requests received annually under section 8(2)(e) of the Privacy Act to the Privacy Commissioner. Consistent Uses: Some information may be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Retention and Disposal Standards: Information is destroyed two years after date of last correspondence. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: classification, or Military Occupation Code, if applicable, full name, and rank. PAC Number: 69-014 Related to PR#: DND PCA 610 TBS Registration: 000218 Bank Number: DND PPE 854

Sea, Army and Air Cadet Personnel Files
Description: This bank contains: form CF 1158 –
Application for Membership in the Canadian Cadet
Organizations, form CF 51 – Application and Approval –
Cadet Activities (Employment – Course – Exchange),
form CF 910 – CF Statement of Medical Fitness Cadet
Applicant, (discontinued – content included in form CF

1158) form CF 1364 - Sea/Army/Air Cadet Course Report, records of appointment, promotion, pay, training programs qualification courses and cadets activities (employment, courses, exchanges). The above forms are contained in and records are kept on CF 1398 - Certificate of Service - for Royal Canadian Sea Cadets: DND 1888 - Record of Service - for Royal Canadian Army Cadets: and CF 1322 - Record of Service and DND 1964 - Cadet Information Sheet for Royal Canadian Air Cadets. Class of Individuals: This bank applies to the members of the Sea, Army and Air Cadets. Purpose: The purpose of this bank is to: maintain information on members of the Sea, Army and Air Cadets of the Canadian Cadet Organization as defined in Queen's Regulations and Orders for the Canadian Cadet Organizations (QR (Cadets)), from the application date until the cadet leaves the Organization. Consistent Uses: The personnel file is used for the cadet's progression within the organization. Social insurance number is required for pay and income tax reporting purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. when a cadet is employed as staff cadet. Retention and Disposal Standards: When a cadet leaves the organization, any empty blocks on the Record of Service (CF 1398, DND 1888, or CF 1322) are completed or struck off and the Record of Service is signed by the Commanding Officer. The complete Record of Service is then photocopied and the photocopy is retained indefinitely at the corps/squadron. The Record of Service and all documents included therein are given to the cadet. Records are accessible by providing: full name, date of birth, service number, and number, title and location of Corps or Squadron. PAC Number: 69-014 Related to PR#: DND RCS 340 TBS Registration: 000207 Bank Number: DND PPE 839

Selection Boards for the In-Service Commissioning Plans

Description: This bank contains the selection boards for the following officer production plans: Commissioning From the Ranks Plan (CFRP); Officer Candidate Training Plan Military (OCTPM); Special Commissioning Plan (SCP); the Special Requirements Commissioning Plan, (SRCP) starting in 1986; and University Training Plan Non-Commissioned Members (UTPNCM). Each contains copies of the Board's proceedings, findings and notifications to candidates for the preceding year. Class of Individuals: This bank applies to Non-Commissioned Members of the CF who: have applied for UTPNCM, SCP or OCTPM; have been nominated for CFRP, or have been selected for SRCP. Purpose: The purpose of this bank is to record the results of the boards convened to select Non-Commissioned Members to be commissioned under the listed plans. Retention and Disposal Standards: The candidate's selection/non-selection documentation is destroyed after two years as copies are retained in DND PPE 818. Board reports are retained for 20 years for statistical

purposes, and then destroyed. Records are accessible by providing: full name, service number, rank, Military Occupation Code (at the time), specific plan and year of application, nomination or selection, and year of request. *PAC Number:* 69-014 *Related to PR#:* DND CSA 520 *TBS Registration:* 002272 *Bank Number:* DND PPE 847

Selection Board and Supplementary Selection Board Results

Description: There are three sources of information in this bank: Selection Board Reports, Selection Listings for Promotion and Terms of Service (TOS), and Supplementary Selection Board Results. Selection Board Report: includes information in the form of: findings and recommendations, and scoring criteria for promotion and terms of service. Selection Listing for promotion and TOS includes information on each eligible individual: TOS Selection List includes; Service number, surname and initials, UIC URS, elemet TOS score/standing, MOC, Promotion Selection List includes: promotion position, rank, service number, surname, and initials, MOC, Second Official Language Profile and UIC. Supplementary Selection Board: includes: comparison scoring between randomly selected files, information in the form of scoring criteria duplicated from the applicable original Selection Board, and that of member(s) eligible for Supplementary Board review. Information on the President and Members of a given Selection Board such as: approving authority signature, date the Personnel Board Report was prepared and signed by convening members, service numbers, surnames, and initials. Annexes to this source include personal information regarding: selection list reduction report if applicable, non-promotability, nonsuitability for terms of service, and Personnel Evaluation Report discrepancies. Findings are in the form of promotability, and suitability for terms of service. Class of Individuals: This bank applies to members of the CF (Regular Forces Personnel). Purpose: The purpose of this bank is to: record Selection Listings, and information contained within the Personnel Board Report resulting from the deliberations of a convened Selection Board. The Selection Boards are convened to establish a Promotion Listing and a Terms of Service Listing. Supplementary Boards are ordered to ascertain promotability and suitability for Terms of Service in specific cases. Information resulting from the convened Selection Boards/Supplementary Boards is used for: attendance on courses, and to determine suitability for employment, conversion of terms of service, and promotion selection. Retention and Disposal Standards: IAW Authority document "Records Scheduling and Disposal Manual" A-AD-D11-001/ AG-001 Annex A Personnel – CF Boards – Selection: Selection Listings, Personnel Board Reports, and Supplementary Board Results, are retained for a period of 10 years. These and future records will be retained for a period of 10 years in microfiche, hard copy, or electronic format for statistical and promotional

purposes and will then be destroyed. Records are accessible by providing name, initials, and rank, MOC, SN, and year of board. *PAC Number:* 69-014 DND CSA 530 *TBS Registration:* 004049 *Bank Number:* DND PPE 899

Service Prison and Detention Barrack Records Description: This bank contains records respecting persons who have been incarcerated in military service prisons and detention barracks. The records are completed and used by custodial staffs for administrative and control purposes during the incarceration of a person serving a sentence. Included among these records are those entries which concern: admission. discharge, discipline, maintenance of personal property, and sentence remission. Class of Individuals: This bank applies to individuals who are or have been incarcerated in military service prisons and detention barracks. *Purpose:* The purpose of this bank is to: assist in the calculation of, the decision-making process respecting, the number of days remission earned by an inmate, control the administrative and legal documents respecting an individual's incarceration, ensure adherence to policies and procedures respecting the administration of an inmate's incarceration, and record any disciplinary measures taken. Retention and Disposal Standards: Documents in this information bank are destroyed two years following their last administrative use. Records are accessible by providing: dates of incarceration, detention identification number, name, place, and service number. PAC Number: 69-014 TBS Registration: 001765 Bank Number: DND PPE 863

Social Work Services

Description: This bank records professional social work information on clients seen by social work officers. Class of Individuals: This bank applies to members of the CF and members of their immediate families. Purpose: The purpose of this bank is to assist the social work officer in professional treatment and case management. Consistent Uses: Within the parameters of CF Medical Order 8-02, information concerning members of the CF and dependants covered under the Code of Service Discipline may be disclosed to: a Board of Inquiry or Summary Investigation conducting an investigation into an accident or occurrence resulting in injury or death to an individual, as required for use in judicial proceedings, Military Police and specified Investigative Bodies for the purpose of carrying out a lawful investigation, Provincial and Municipal Authorities according to existing statutes, and the Commanding Officer. Retention and Disposal Standards: Files are destroyed five calendar years after the case is closed. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: interviewer (if possible), member's full name, Military

Occupation Code, place and date of interview(s), rank, and service number. *PAC Number:* 69-014 *Related to PR#:* DND PSB 405 *TBS Registration:* 000181 *Bank Number:* DND PPE 812

Squadron Personal File - Officer Cadets

Description: The Squadron Personal File contains: reports of academic and military training; achievements; awards; counselling sessions; notes from academic advisors; and administrative and disciplinary decisions. Class of Individuals: This bank applies to officer cadets attending the Royal Military College. Purpose: The purpose of this bank is to maintain a record of military and academic progress/achievement for officer cadets attending a the Royal Military College. Files are used on a daily basis by Squadron Commanders and cover approximately 1000 members on a continuous basis. Retention and Disposal Standards: After graduation, records are maintained at the college for five years and then destroyed. Ex student Royal Military College files are accessible by providing the: full name, service number and/or college number, and year(s) in attendance at the Royal Military College. Student number and the year of departure are essential when requesting files. Student Files are accessible upon proper identification while the student is in attendance. PAC Number: 69-014 Related to PR#: DND RET 370 TBS Registration: 000213 Bank Number: DND PPE 845

Suggestion Award Program

Description: This bank contains: documents on the administration of suggestions, minutes of meetings, personal information from individuals and statistical data, regulations governing the Suggestion Award Program, and rules. Class of Individuals: This bank applies to: members of the CF, and civilian employees of DND. Purpose: The purpose and use of this bank is to administer DND Suggestion Award Program. Consistent Uses: Social insurance number and mailing address are required for award cheque requisitioning through the Department of Supply and Services, and for income tax purposes by the Department of National Revenue (Taxation), pursuant to the Income Tax Act. Retention and Disposal Standards: Suggestion that are accepted which results in awards under \$1000 are destroyed after three calendar years. Suggestions that are accepted which results in awards \$1000 or over are destroyed after five calendar years. Suggestions that are rejected are destroyed after three calendar years. Records are accessible by providing: date of suggestion and/or award, file number or subject of suggestion, full name, and originating Command or Base Suggestion Award Committee. PAC Number: 69-014 Related to PR#: DND ESD 045 TBS Registration: 000194 Bank Number: DND PPE 825

Unit Military Personnel Bank

Description: This bank contains: birth certificates, course reports, conduct sheets, divorce orders (nisi and absolute), enrolment documents, general employment information, marriage certificates, Physical Fitness Evaluation Envelopes, separation agreements, Statements of Ordinary Residence, and Unit Employment Records (UER). It may contain: documentation concerning compulsory payments, Personnel Evaluation and Reports on Reservists. Records which have not been superseded and which have been relevant to personnel management are retained for the duration of the member's career. Other records are purged. Class of Individuals: This bank applies to: serving members of the CF; and serving members of the Reserve Force. Purpose: The purpose of this bank is to maintain a travelling copy of personnel records for all personnel on strength from enrolment to release. Information for this bank is used to compile nominal rolls of personnel on strength at Units. Consistent Uses: Pursuant to the Canada Elections Act, lists of CF electors and their dependant electors (including their social insurance numbers) are compiled from the Statement of Ordinary Residence form. The Act requires that the lists be sent to the Chief Electoral Officer following the issue of the writs ordering a general election. Nominal rolls are produced from information held in this Bank at each Unit. Retention and Disposal Standards: Once a member is released from the Regular Force, this bank is amalgamated in electronic format into the "CF Member Personal Information Files" (Info Bank DND PPE 818). Records are transferred to the Personnel Records Centre (PRC), National Archives of Canada for members of the CF - Regular Force five years after release and for the CF- Reserve Force three years after release. Records are then placed in data bank PAC PCE 716. Records are accessible by providing: full name, rank, service number, and Unit. PAC Number: 69-014 Related to PR#: DND CSA 520 TBS Registration: 000204 Bank Number: DND PPE 836

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

National Defence and Canadian Forces Ombudsman

Chapter 91

Note: Information on the employees of the National Defence and Canadian Forces Ombudsman is held by the Department of National Defence.

National Energy Board

Chapter 92

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

National Farm Products Council

Chapter 93

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

National Film Board of Canada

Chapter 94

Particular Banks

Employees of the National Film Board of Canada Description: This file contains medical histories, special medical examinations, tests, clinical opinions and reports. It can also contain notes from doctors and nurses and tests results that were down in the workplace or outside the National Film Board. It can also have medical certificates with name or illness or diagnosis and information given by the employee or his/her doctor. Class of Individuals: Current or former National Film Board employees. Purpose: To permit a medical follow-up to the employee and in matters of

work related accidents. *Consistent Uses:* The medical file was kept for the purposes of the employee Health Unit and was on no account used to determine employability. The information it contains is never transmitted to any other organization or employer. *Retention and Disposal Standards:* Since the closing of the Health Unit of the National Film Board in March 1998, the employee's medical files are kept by the NFB Archives Section. The files will be destroyed in 2003, unless they are individually claimed by the employee prior to this date. *TBS Registration:* 004256 *Bank Number:* NFB PPE 005

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Personnel Record

Grievances

Occupational Safety and Health

Security Clearances

Travel and Relocation

National Gallery of Canada

Chapter 95

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

National Library of Canada

Chapter 96

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. The National Library's employee information banks are the same as those for National Archives of Canada (Chapter 86).

National Parole Board

Chapter 97

Particular Banks

Employee reliability checks

Description: This bank contains information gathered by the National Parole Board in conducting reliability checks on individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract in accordance with the security policy of the federal government. The bank includes verification data of educational and professional

qualifications, employment, credit, criminal record and other personal information. The information is used to confirm the identity and determine the reliability of these individuals. *Class of Individuals:* Individuals working or applying for work with the National Parole Board by way of appointment, assignment or contract. *Purpose:* The purpose of this bank is to confirm an individual's identity and to determine whether that individual can be trusted to carry out tasks honestly and reliably. *Consistent Uses:* The information is used to support

decisions on transfers, promotions, discipline and termination of employment. *Retention and Disposal Standards:* The information in this bank is destroyed two years after it was last used for an administrative purpose. *PAC Number:* 86-001 *Related to PR#:* NPB NPB 005 *TBS Registration:* 002100 *Bank Number:* NPB PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

National Research Council Canada

Chapter 98

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. Consistent Uses: To support decisions on transfers, discipline and termination of employment. Retention and Disposal Standards: Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed. PAC Number: 85-001 TBS Registration: 000959 Bank Number: NRC PPE 801

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history, career aspirations, and training and development, which is collected by interviews or compiled from employees' files or automated data systems. Respondents are asked to complete a Voluntary Self-Identification form

and identify themselves as male or female, Aboriginal Persons, Persons with Disabilities or members of a Visible Minority. An employee number may be used to identify employees when these identifiers are required to locate employee records. Class of Individuals: Employees of the National Research Council. Purpose: This bank provides documentation for the implementation of the employment equity program. Data is collected to provide a comprehensive picture of employees by designated group status (e.g., women, Aboriginal Peoples, Persons with Disabilities, and members of Visible Minority Groups). This information is used to compare the relative situation of designated group members with non-designated group members within the Council and with their counterparts in the general labour market. Consistent Uses: The information gathered will be used for reporting and administrative purposes in the delivery of NRC's Employment Equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that designated groups participate in and are equitably represented in the National Research Council. It may also be used for policy and planning purposes related to employment equity. Retention and Disposal Standards: The disposal criteria for this bank are to be established. PAC

Number: 85-001 TBS Registration: 002202 Bank

Number: NRC PPE 802

Performance Reviews and Employee Appraisals Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skills, abilities, accomplishments and interests. Class of Individuals: Employees of the National Research Council. Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within the National Research Council, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, extension of probation and termination during the Initial Term Appointment period. Consistent **Uses:** The information is also used to support decisions regarding promotions, transfers, demotions, employee assistance, discipline and termination of employment. Retention and Disposal Standards: Records are

retained for five years, after which they are destroyed.

PAC Number: 85-001 TBS Registration: 002201

Bank Number: NRC PPE 803

Scientific Integrity - Investigations

Description: This bank contains information on investigations of alleged scientific misconduct by NRC employees; interview notes, testimony by witnesses; legal opinions, investigation notes of possible misconduct and analysis reports of these investigations: correspondence; reference documents; minutes of the meetings of the investigation committee. Class of Individuals: Employees of the National Research Council. Purpose: The purpose of this bank is to maintain information used in determining the need for and the nature of disciplinary action in the event of scientific misconduct. These records are also kept for purposes of appeal or other proceedings. Consistent Uses: To support decisions on disciplinary actions which may arise as a result of an investigation. Retention and Disposal Standards: Records are retained by the National Research Council for the duration of employment plus two years, after which the records are destroyed. PAC Number: 86-001 TBS Registration: 003699 Bank Number: NRC PPE 805

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory printouts; candidates' applications; lists of candidates; rating board assessments, including evaluation notes from staffing boards; examination papers and test results; eligibility

lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex and education levels. (N.B. Notations of staffing decisions may also appear in the Employee Personnel Record.) Class of Individuals: Employees of the National Research Council. Purpose: The bank provides a record of the information used in staffing positions within the National Research Council. Consistent Uses: This bank may also be used in the selection of candidates for the Council's Secondment Program. Retention and Disposal Standards: Records are retained for two years after any administrative action, after which they are destroyed. PAC Number: 86-001 Related to PR#: NRC PAS 745 TBS Registration: 002438 Bank Number: NRC PPE 804

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Reliability Checks

Security Clearances

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

National Round Table on the Environment and the Economy

Chapter 99

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Identification and Building-Pass Cards

Official Languages

Pay and Benefits

Staffing

Travel and Relocation

Natural Resources Canada

Chapter 100

Particular Banks

Assignments Program - (CLOSED)

Description: This bank contains personal information on applicants to the Program, on types of assignments offered, and on performance of assignees. Class of Individuals: The information relates to current Public Service employees who have registered in the Program. Purpose: The purpose of this bank is to collect and maintain records on employees who have applied to the Program and match the requests from managers to fill positions through the Program. Consistent Uses: The records are used to match requests from employees for an assignment with requests from managers to fill vacancies. Retention and Disposal Standards: Files are destroyed three years after the end of the assignment. Contact: Chief, Corporate Staffing Section, CSS-HRB. Related to PR#: NRCan CSS 790 TBS Registration: 003309 Bank Number: NRCan PPE 811

CANMET Management Information System (CLOSED)

Description: Name, Employee Number, office location, telephone number, names of branches where previously employed within the Sector, conferences and foreign travel undertaken, assets in the custody of employees. Class of Individuals: Employees of the Mineral and Metals Sector. Purpose: To record assets such as computers and equipment in the custody of employees. Consistent Uses: To provide Sector management with reports on to readily identify location of Sector assets. Access to the database will be restricted by the use of passwords. Retention and Disposal Standards: Two years following the last administrative use. Contact: Director, Informatics, Policy, Planning and Services Branch, METS. Related to PR#: NRCan DEX 007 TBS Registration: 003370 Bank Number: NRCan PPE 807

Crown-owned Living Accommodation

Description: Information relating to employees who occupy Crown-owned housing in remote northern areas including names, occupations, family status, number of children and employee classification and salary. Also contains the amount of rental and the dates of occupancy. Class of Individuals: Departmental employees. Purpose: The data are used to administer accommodation requirements and the collection of rental deductions. Consistent Uses: Linked to Department of Public Works PWC PPU 020. Retention and Disposal Standards: Individual files are retained for two years after the occupants vacate the premises. Contact: Director, Business Management Division, CSS-RPESB. PAC Number: 86-001 Related to PR#: NRCan CSS 730 TBS Registration: 000408 Bank Number: NRCan PPE 802

Departmental Computer-Assisted Facilities Management System (Closed)

Description: Information relating to the space occupied by employee including name, PRI, status, responsibility center, level, job title, building, room number, telephone number. Class of Individuals: Departmental employees. Purpose: The data are used to manage accommodation and forecast space usage by category of employee. Consistent Uses: All employee data will be derived by upload from PeopleSoft. Retention and Disposal Standards: The retention and disposal periods are to be approved by the National Archives of Canada. Contact: Director, Strategic Planning, CSS-RPESB. Related to PR#: NRCan CSS 790 TBS Registration: 003332 Bank Number: NRCan PPE 813

Departmental Credit Card Holder Master File

Description: This bank within the departmental financial system contains information relating to employees of the department who are custodians of a government

acquisition card eq. Mastercard, Visa, etc. The information gathered by employee is Credit Card Account Number, Card Holder's name and their Personal Record Identifier Number(PRI). This data bank is then used by cardholders to record and reconcile purchases they've made for the department using their acquisition card. As a safeguard, the PRI is used as the employee's account number in lieu of the credit card numbe for data input and access. The PRI number is not displayed, printed or distributed for any other. Class of Individuals: Authorized employees of the department. Purpose: To ensure that the correct acquisition card accounts are charged for purchases madeemployees on behalf of the department. Consistent Uses: The information is used to account for, and reporton, departmental expenditures from acquisition cards. This includes preparation of the Public Accounts, responding to audit, parliamentary, ATIP and Internal inquiries and preparation of expenditure reports. In the event of fraud, some information may be requested and released to investigating authorities. Retention and Disposal Standards: Records are retained for a period of 6 years. Contact: Assistant Director, Financial Systems and Training, CSS-FMB TBS Registration: 003657 Bank Number: NRCan PPE 817

Departmental Employee Master Data Base

Description: This electronic master data base contains names of employees of the Department, Personal Records Identifiers (PRI), titles, both work and home addresses and telephone numbers. Data input is performed by employees of Compensation and Benefits, Human Resources Services Branch, using existing sources such as information completed by employees in the normal course of staffing actions. Class of Individuals: Employees of the Department. Purpose: The master data base consists of tombstone data used for a variety of administrative purposes. The PRI number contained in the data base is not displayed or printed or distributed for use by anyone except authorized employees of the Human Resources Branch. Consistent Uses: The system is also used to respond to enquiries from the public about employees' place of work, their work telephone number or length of employment with the Department. It is used by Telecommunications to maintain the Natural Resources Canada Directory of People and Services, and by the Records Office to order former employee files from National Archives when they are taken on strength again. Access to the system is strictly controlled and password protected through a "User Log On" validation process. Access is only given to those persons with a "need to know". Retention and Disposal Standards: The data is maintained and updated when required on an ongoing basis. A backup of the data is made periodically in the event of system failure. Contact: PeopleSoft Project Leader, CSS-HRB Related to PR#: NRCan CSS 765 TBS Registration: 003647 Bank Number: NRCan PPE 815

Directory of People and Services

Description: This bank consists of information about the organization and employees of the Department. It includes the employee's name, Personal Record Identifier, office location, telephone number, organization and the services provided by the employee. Class of Individuals: Departmental employees. Purpose: The data is used to produce the hard-copy Directory of People and Services and will provide on-line lookup. The Personal Record Identifier (PRI) will not be displayed in the on-line lookup facility for the Directory or in the printed Directory. This databank is also intended to be a central repository of identical tombstone data required by other internal administrative systems. Consistent Uses: Identical tombstone information required by other administrative systems (such as Parking) will reside in this personal information bank in order to eliminate duplicate entries. Access to the different administrative banks will be restricted by the use of passwords and other security measures. Retention and Disposal Standards: Two years following the last administrative use. Contact: Chief, Telecommunications Services, CSS-IMB. Related to PR#: NRCan CSS 770 TBS Registration: 003344 Bank Number: NRCan PPE 806

Employee Medical Referrals

Description: This bank contains notice of mandatory referral, correspondence relating to medical problems, medical assessment regarding employee's capability to work or limitations. Class of Individuals: The information relates to current and former departmental employees for whom a medical assessment was required. Purpose: The purpose of this bank is to collect and maintain information relating to the assessment of employee's capability to work. Consistent Uses: The records are used to assess employee's capability to perform duties; to authorize leave and benefits; to monitor the health of employees who are subject to certain occupational risks. Retention and Disposal Standards: Records are retained for a period of two years after the last administrative use. Contact: Director, Staff Relations and Compensation Division, CSS-HRB. Related to PR#: NRCan CSS 765 TBS Registration: 003308 Bank Number: NRCan PPE 810

Garnishment of Salaries and Other Remuneration Description: This bank contains information relating to garnishment of salaries and other remuneration in accordance with the Garnishment, Attachment and Pension Diversion Act. Documentation includes notice of intention to garnishee, garnishee summons, and other related correspondence. Class of Individuals: Departmental employees and contractors engaged by the Department as individuals, under contracts for services only, against whom garnishment proceedings have been taken. Purpose: The purpose of this bank is to provide documentation to enable execution of orders of garnishment for the administration of pay and benefits within the Department. Consistent Uses:

Garnishment procedures require the disclosure of information to the registrar of the provincial court and the sheriff of the county where the proceedings commenced, as well as to the Department of Justice in its capacity as designated agent of the Crown. Within the Department of Natural Resources Canada, a complete file is held by the Compensation and Benefits Advisor while a copy of all necessary financial information is held by the Financial Services Office. Retention and Disposal Standards: Files are destroyed six fiscal years after the final garnishment payment or after all administrative action is complete. Contact: A/Policy Advisor, Compensation and Benefits, CSS-HRB. Related to PR#: NRCan CSS 765 TBS Registration: 002313 Bank Number: NRCan PPE 803

Passports and Visas

Description: This bank is maintained by the Passport Office, Departmental Services and is used to administer departmental requests for passports and visas. The bank contains the passport application form, date of birth, sex, marital status and other personal information including special passport numbers, visa numbers, history of official trips taken, etc. Files containing copies are held by the originating organizations in the Department. Class of Individuals: Departmental employees, exempt staff and some consultants working for the Department who require special or diplomatic passports and visas. Purpose: The information is used to process requests for passports and visas for employees, exempt staff, delegations travelling to foreign countries and for some consultants travelling abroad on behalf of the Department. Consistent Uses: Information may be disclosed to the Department of Foreign Affairs and International Trade and to embassies for the organization of delegations to foreign countries. Retention and Disposal Standards: Records are retained for five years until the passport has expired and are then destroyed. Contact: Chief -Revenue & Accounts Receivable - CSS/FMB TBS Registration: 003670 Bank Number: NRCan PPE 816

Salary Forecast Module

Description: This bank contains salaries and person-year information by individual. It also includes period of work, position number, group level and employee status. The Personal Identifier Number (PRI) is used for administrative purposes. Class of Individuals: The information relates to employees of the Department. Purpose: The purpose of this bank is to forecast salary requirements for the Department and to record person-year utilization. Both are used for internal management information. There is no administrative use of this bank in the context of the Privacy Act. Consistent Uses: The records are used to supplement planning and budgeting exercise. No data is disclosed to outside sources. Retention and Disposal Standards: Records are retained for a period

of six years. *Contact:* Assistant Director, Financial Systems and Training, CSS-FMB. *Related to PR#:* NRCan CSS 720 *TBS Registration:* 003119 *Bank Number:* NRCan PPE 805

Workforce Adjustment - (CLOSED)

Description: This bank contains personal information on employees who are entitled to a staffing priority and results of referrals made to managers and/or staffing advisors. Class of Individuals: Current and former departmental employees who have been entitled to a staffing priority. Purpose: The purpose of this bank is to provide documentation to personnel advisors and managers in order to facilitate the placement of those employees entitled to a staffing priority. Consistent Uses: The records are used to facilitate the placement of employees. Retention and Disposal Standards: Records are retained for two years after the employee has been placed. Contact: Chief, Workforce Adjustment, CSS-HRB. Related to PR#: NRCan CSS 765 TBS Registration: 003310 Bank Number: NRCan PPE 812

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Natural Sciences and Engineering Research Council of Canada

Chapter 101

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. Consistent Uses: To support decisions on transfers, discipline and termination of employment, Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved. after which the records are destroyed. PAC Number: 85-001 TBS Registration: 001628 Bank Number: SER PPE 801

Employee Performance Appraisals

Description: This bank contains performance appraisals, reports, and correspondence concerning the work performance of individual NSERC employees in terms of skills, abilities, accomplishments and interests. **Class of Individuals:** All indeterminate and term employees of NSERC as well as some temporary assistants. **Purpose:** The purpose of this bank is to maintain information regarding the level of performance of individual employees with NSERC.

The information is used to support decisions related to the retention, termination or extension of employees on probation as well as to determine and approve performance pay and salary increments. *Consistent Uses:* Performance appraisals are also used in human resources planning activities such as career and succession planning, and in internal staffing, transfer, promotion, demotion, employee assistance, discipline, and termination of employment. To these ends, the information in appraisals may be disclosed

to committees comprised of management staff and to internal selection boards. Performance appraisal documents will also be used to assess the effectiveness of the performance appraisal system itself. To do this, some personal information will be disclosed to review committees of management staff for the purpose of assessing the equatability of the ratings across different directorates and branches within NSERC. *Retention and Disposal Standards:* Files are retained on file for five years, then destroyed. *PAC Number:* 86-001 *TBS Registration:* 002582 *Bank Number:* SER PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Northern Pipeline Agency Canada

Chapter 102

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave Employee Personnel Record Pay and Benefits

Travel and Relocation

North Fraser Port Authority

Chapter 103

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Grievances

Harassment

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Northwest Territories Water Board

Chapter 104

Note: Information on the employees of the Northwest Territories Water Board is held by Indian and Northern Affairs Canada.

Office of Indian Residential Schools Resolution of Canada

Chapter 105

The Office of Indian Residential Schools Resolution of Canada is subject to the Privacy and Access to Information Acts.

Office of the Auditor General of Canada

Chapter 106

Particular Banks

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. Class of Individuals: Office employees. Purpose: The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. Consistent Uses: To support decisions on transfers, discipline and termination of employment. Retention and Disposal Standards: Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. PAC Number: 85-001 TBS Registration: 001605 Bank Number: OAG PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Office of the Chief Electoral Officer

Chapter 107

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Office of the Commissioner of Official Languages

Chapter 108

Particular Banks

Garnishment

Description: This bank contains documentation concerning garnishment proceedings for the Administration of Pay and Benefits within the Office. Class of Individuals: Employees of the Office against whom garnishment or diversion proceedings have been taken. Purpose: The information enables execution orders of garnishment in accordance with the Garnishment Attachment and Pension Diversion Act. Consistent Uses: The bank is also used to approve deductions from salary. Retention and Disposal Standards: Files are retained two years after debt is paid. If the employee moves to another department before the debt is paid, the file follows. If the employee moves to another department after the debt is paid, the file remains with OCOL and is destroyed after a two-year period. TBS Registration: 002849 Bank Number: COL PPE 803

Pay and Benefits

Description: This bank contains certificates for pay, allowances and deductions, which set pay and benefit information for each employee, and include the social insurance number as well as correspondence related to the administration of pay and benefits. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to provide documentation for the administration of pay and benefits within government institutions and to approve disbursement of salaries and allowances and retention of deductions. The social insurance number is used for purposes of identification and to ensure consistency in administration of pay and benefits. Provision of the SIN is mandatory for this bank, subject to exemption of some individuals under special circumstances. Consistent Uses: To enable audit and reconciliation of payroll accounts (e.g. employee remuneration and entitlements), to support the recovery of overpayments and debts owed to the Crown. Retention and Disposal Standards: Records are destroyed two years after expiry of fiscal year, for general pay and deduction documentation and for correspondence, except in instances where there is a need to settle overpayments or to collect debts owed to the Crown in which case records are retained until the overpayment is settled or the debt collected. TBS Registration: 002850 Bank Number: COL PPE 804

Superannuation

Description: This bank contains Birth Certificates for employees, spouse and children; information of marital status; documents regarding date of becoming a

contributor to the Superannuation Plan; Reciprocal Transfer Agreements; Elections; Pension Calculations; Salary History; and Designation of Beneficiary. *Class of Individuals:* Active and former employees who were contributors to the Superannuation. *Purpose:* To have access, in one location, to all pertinent data concerning pension. *Consistent Uses:* To assess eligibility to contribute, to calculate cost of prior service and to calculate benefits for both annuitants and survivors. *Retention and Disposal Standards:* Records are destroyed two years after all actions are completed. *TBS Registration:* 002848 *Bank Number:* COL PPE 802

Surplus Employee

Description: This bank contains personal information on employees who are declared surplus and are entitled to a surplus priority (legal priority accorded by the P.S.C.). Personal information includes: Education, Employment History, resume, copy of all forms and correspondence related to the situation, training and preferred location of employment. Class of Individuals: Employees declared surplus. Purpose: This bank provides documentation to Human Resources Officers in order to facilitate the placement of employees entitled to staffing priority within the Public Service. Consistent Uses: To have an updated file on the employee and the actions taken to obtain a new position. Retention and Disposal Standards: Two years after the employee leaves. PAC Number: 86-001 TBS Registration: 002847 Bank Number: COL PPE 801

Training and Development

Description: This bank contains personal data including course applications; personal record identifier; examination results and certificates; records of fee payments; and correspondence related to participation of employees in training and development activities sponsored by the government or by private organizations. Information on an employee's needs for individual development related to performance is contained in the Performance Reviews and Employee Appraisals Bank. Class of Individuals: Employees of the institution. Purpose: The purpose of this bank is to provide documentation for the administration of training and development programs within government institutions. Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Retention and Disposal Standards: Records are destroyed five years after completion of the particular training and development undertaken by an employee. TBS Registration: 001265 Bank Number: COL PPE 805

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Incentive Awards

Occupational Safety and Health

Official Languages

Parking

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Travel and Relocation

Office of the Correctional Investigator

Chapter 109

Note: Information on the employees of Office of the Correctional Investigator is held by the Department of the Solicitor General.

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 110

Note: Information on the employees of the Office of the Inspector General of the Canadian Security Intelligence Service is held by the Department of the Solicitor General Canada.

Office of the Superintendent of Financial Institutions Canada

Chapter 111

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Pacific Pilotage Authority Canada

Chapter 112

Particular Banks

Employee Personnel Record

Description: This bank provides a record of an individual's employment with the Authority. This information is used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline and security levels. This bank also contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination. Class of Individuals: This bank relates to employees of the Authority. Purpose: This information is used to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer. Consistent Uses: Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Information is also provided to various provincial health insurance plans; to group insurers, to unions for dues check-off purposes and to Public Works and Government Services Canada for pension purposes. Retention and Disposal Standards: Records of current employees are kept permanently by the Authority. Records concerning retired and non current employees are retained for ten years. PAC Number: 85-001 TBS Registration: 004141 Bank Number: PPA PPE 802

Register of Employee Pilots

Description: This bank relate to marine pilots employed by the Authority. This information is used in decisions

relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline and security levels. This bank also contains information concerning licenses, personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career resumes and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, lay-offs and tenure; classification, including levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included, where applicable, is information concerning military service, including periods and areas of service; collective bargaining exclusion, including designation status and bargaining agent identification; professional achievements, including publications, patents and awards; and termination of employment, including certificates and reasons for termination. Class of Individuals: This bank relates to marine pilots employed by the Authority. Purpose: This information is used to ensure that personnel actions within the Authority are coordinated in the interests of both the individual and the employer. This information is obtained as required under the pilotage act. Consistent Uses: Its purpose is to provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Information is also provided to various provincial health insurance plans; to group insurers, to unions for dues check-off purposes and to Public Works and Government Services Canada for pension purposes. Retention and Disposal Standards: Records of current employees are kept permanently by the Authority. Records concerning retired and non current employees are retained for ten years. PAC Number: 85-001 TBS Registration: 004142 Bank Number: PPA PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Pay and Benefits

Parks Canada Agency

Chapter 113

Note: Information on the employees of the Parks Canada Agency is held by the department of Canadian Heritage.

Patented Medicine Prices Review Board

Chapter 114

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Pension Appeals Board

Chapter 115

Note: Any pertinent information concerning PAB employee personal records should be directed to Staff Relations, Human Resources Services ISP, Human Resources Development, 9th Floor, Capital Square Building, Ottawa, Ontario K1P 5V9.

Port Alberni Port Authority

Chapter 116

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Conflict of Interest and Post-Employment Code
Pay and Benefits

Prince Rupert Port Authority

Chapter 117

The Prince Rupert Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a

consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Privy Council Office

Chapter 118

Particular Banks

Security Clearances and Assessments Bank **Description:** This bank contains the security clearance records of employees, candidates for employment and agency and contract personnel in the Prime Minister's Office, the Privy Council Office, various royal commissions and task forces, the Office of the President of the Queen's Privy Council for Canada, the office of the leaders of the Government in the House of Commons and the Senate, the Canadian Intergovernmental Conference Secretariat and the Security Intelligence Review Committee. The bank also contains security clearance records or security assessments for certain Order-in-Council appointees or candidates for appointment. Security clearance records include personal history forms, fingerprint forms and records of criminal convictions, records of security briefings, summaries of Canadian Security Intelligence Service (CSIS) field investigations and correspondence related to the security clearance process and other information pertaining to the issuance of identification cards. Purpose: The purpose of this bank is to record information pertinent to the determination of an employee's security clearance level, provide confirmation of security clearance information to other government departments, and to provide security assessments on certain Order-in-Council appointees or candidates for appointment. Records are destroyed 2 years after the term of employment except in cases where the clearance is still valid. In these cases, the files are destroyed upon expiry of the clearance. PAC Number: 86-001 TBS Registration: 002546

Bank Number: PCO PPF 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Public Service Commission of Canada

Chapter 119

Central Banks

Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants Description: This bank may contain curriculum vitae, applications, transcripts of marks, interview notes, assessment centre notes, notations or referrals. notes to file, and faxes for all applicants to the Program. It may also contain administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the Program. Class of Individuals: Public servants and non-public servants applying to the AETP or past and present participants of the AETP. Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with the AETP, and to maintain historical records of all persons who have participated in the AETP. Consistent Uses: This bank is used to retain applications to the AETP, for the general management of the assignments, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies). Retention and Disposal Standards: Records of applicants are retained for two (2) years after an application is submitted and then are destroyed. Hardcopy records for participants are retained for five (5) years after the participant ceases to be in the Program. Machine readable records are retained twenty-five (25) vears and then destroyed. PAC Number: 94-001 Related to PR#: PSC SPB 031 TBS Registration:

Accelerated Executive Development Program (AEXDP): Inventory of Applicants

003069 Bank Number: PSC PCE 766

Description: This bank may contain: correspondence; personal information; applications to the program; curriculum vitae; reference checks, the Track Record Interview and the Selection Review Board (SRB) Interview; results of the integration process and program office notes. Class of Individuals: Members of the Executive Category who have applied to the AEXDP. Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the AEXDP, to record and present information for review and decisions by Integration Board members, the Committee of Senior Officials (COSO), and the Public Service Commission (PSC). Consistent Uses: The bank is used to record and provide information to COSO and the PSC regarding acceptance to the program.

Retention and Disposal Standards: Hard copy records of an applicant whose candidacy is not accepted are retained for five (5) years after which they are destroyed. Hard copy records of an employee who is accepted to the Program are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of AEXDP participation, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) years. PAC Number: Under review. Related to PR#: PSC SPB 065 TBS Registration: 004019 Bank Number: PSC PCE 768

Accelerated Executive Development Program (AEXDP): Inventory of Participants

Description: This bank may contain: personal information; correspondence; assessment results of reference checks, the Full Circle Appraisal Questionnaire. the Track Record Interview and the SRB Interview: results of the integration process; self-assessment by the participant; personalized learning plans; information on candidate assignments and related performance evaluations, mentoring/coaching assistance, the participant's attendance on the Senior Executive Management Program, and appointment-to-level documentation; program office notes. Class of Individuals: Members of the Executive Category who have been accepted as participants in the AEXDP. Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants in the AEXDP from acceptance to graduation as well as to provide information to the PSC regarding appointmentto-level. Consistent Uses: The bank is used to record and provide information regarding AEXDP participants to departmental Senior Managers offering assignment and/or permanent employment opportunities to candidates. Retention and Disposal Standards: All records are retained in hard copy until ten (10) years after termination of AEXDP participation. Selected information is computerized and retained for statistical purposes for twenty (20) years. PAC Number: Under review. Related to PR#: PSC SPB 065 TBS Registration: 004018 Bank Number: PSC PCE 769

Access Requests

Description: This bank may contain access request forms, the replies to such requests and information relating to the processing of the requests. Class of Individuals: Public servants and non-public servants who have made a formal access request under the Access to Information Act or the Privacy Act. Purpose: This bank exists in accordance with section 4 of the Access to Information Act and section 12 of the Privacy

Act to process access requests made under the Acts. *Consistent Uses:* The bank is used to record and process access requests, to respond to complaints received under the Acts, and for statistical purposes. *Retention and Disposal Standards:* Records are retained for two (2) years after completion of the request, and then destroyed. *PAC Number:* 86-001 *Related to PR#:* PSC CMB 022 *TBS Registration:* 001684 *Bank Number:* PSC PCE 743

Alternate Exchange Program

Description: This bank contains lists of public servants who have submitted a request to be included on the Alternate Exchange Listings maintained by a PSC regional office or a designated exhange office. This list may contain basic information such as the employee's name, classification, language results, region, date of availability, key position requirements, departmental contact and telephone number. Class of Individuals: Public servants who have submitted a request to be included on the Alternate Exchange Listings. Purpose: This bank exists in accordance with the Policy Framework for the Management of the Alternate Program for the intended use of administering and coordinating the efforts of departments in arranging inter-departmental alternations. The lists are received from departments and redistributed to all departments involved in the program. The information can be computerized and sent to departments through electronic or other mail systems. This information may be disclosed to bargaining units who are part of Joint Adjustment Committees. Consistent Uses: The information may also be used to prepare statistical reports or to evaluate the effectiveness of the program. As well for those employees who consent, it may be used by bargaining agents for other workforce adjustment related services such as career or financial counselling, outplacment initiatives, workshops or seminars about career, etc. Retention and Disposal Standards: The hard copy records are retained for two (2) years after the end of the program. The computerized records are updated on a regular basis by incorporating data received from participating departments. PAC Number: Under review. Related to PR#: PSC SPB 033 TBS Registration: 003926 Bank Number: PSC PCE 746

Analytical Environment (formerly EDP Statistical Systems)

Description: This bank regroups computer systems which are maintained by the Public Service Commission and which may contain basic personal information such as social insurance number (historical records only), personal record identifiers (PRI), work history, employment status, language proficiency, or reasons for separation. The analytical environment includes information obtained from the TBS incumbent, mobility and employment equity data systems as well as appointments or statistics received from other departments for the period prior to 1999. Class of

Individuals: All individuals who have been appointed to positions in the public service or who have left the public service. Purpose: This analytical environment was created to record information on appointments in the public service (prior to 1999), separations, to provide information on the heath of the staffing system of the Public Service, establish some estimates on staffing activities (as of April 1st 1999) and set up a longitudinal file of persons names in positions in the Public Service or who have left the public service. This file is updated on annual basis. Consistent Uses: The information is used for the preparation of statistical reports, human resources planning and analysis, the monitoring of staffing activities, the production of the Public Service Commission's Annual Report, and for other reports to Treasury Board on the utilization of human resources and on the status of programs. Information is also used to track employee mobility and to determine the number of students who become regular employees of the public service and for other statistical purposes. Source data from Treasury Board's incumbent and mobility systems is used to update PSC applicant and employee inventories. Within the PSC analytical environment, information is used to measure the progress of employees affected by government downsizing. Information is also merged with Treasury Board's employment equity data bank for statistical purposes. Information from the incumbent/mobility systems of Treasury Board is also used to develop and update the longitudinal file of public servants that assists in the human resources planning exercise. For statistical purposes, information is also linked with data of the target groups of the Employment Equity System of TB (SCT PCE 706). No disclosure of personal information is made by this linkage that could reasonably be expected to identify the individual to whom it relates. Retention and Disposal Standards: Appointment Information Management System: The report on staffing transaction is retained for three (3) years from the date it is received by the PSC (note that the PSC stopped collecting transactional level appointment information as of April 1, 1999). The computerized data is kept on line for two (2) years and transferred to an optical archive for indefinite retention. Separations: The computerized information is retained until it has been superseded, and then deleted, except for year-end information which is kept on an optical archive indefinitely. Workforce Adjustment Reporting System: Records are retained indefinitely on an optical archive. Quarterly Statistical File (subsumed into the analytical environment 1995-96): Information on individuals is retained for five (5) years after point of first capture, and then kept on an optical archive indefinitely. Student Employment Program: Records are retained for five (5) years, and then kept on an optical archive indefinitely. PAC Number: 85-016/94-001/90-012/92-016 Related to PR#: PSC SPB 032 and PSC SPR 180 TBS Registration: 002299 Bank Number: PSC PCE 761

Appeal Hearings

Description: This bank may contain an appeal document including basic personal data, an eligibility list, evidence adduced at the hearing, including performance review and appraisal forms when used in the selection process, an appeal board decision and an appeal file control record. It may also contain tape recordings of the proceedings. Persons completing a Personal Information Request Form are required to auote the Recourse Branch file reference number given on the Appeal Board decision report submitted to the appellant. Class of Individuals: Public servants having filed an appeal or persons involved in the appeal. Purpose: This bank exists by reason of section 21 of the Public Service Employment Act and sections 19 to 28 of the Public Service Employment Regulations to record and provide information on appeals. Consistent Uses: The files are used to provide information gathered in the course of an appeal hearing so that a decision may be rendered by the Appeal Board chairperson. Retention and Disposal Standards: Decisions are microfilmed and retained for twenty (20) years from the date of the decision: files and tape recordings are kept for two years and destroyed. For files referred to the Federal Court of Canada under section 18 of the Federal Court Act. the decisions are microfilmed and are retained for twenty (20) years. Computerized information is retained for five (5) years. PAC Number: 94-001 Related to PR#: PSC AIB 005 TBS Registration: 001445 Bank Number: PSC PCE 702

Applicant Inventories and Referrals

Description: This bank may contain applications/ curriculum vitae, test results, and screening and referral information resulting from solicited and non-solicited competitions/ announcements. Individuals seeking access to this information are required to specify the city in which they presented an application for employment and solicitation reference numbers in cases of solicited competitions. Class of Individuals: Public servants and non-public servants who have applied for a position in the Public Service through an open competition process. Purpose: This bank exists in accordance with section 5 of the Public Service Employment Act to provide for the maintenance of inventories of candidates who have applied for employment with the Public Service of Canada in the administrative support, the administrative and foreign services, professional and scientific, technical and operational categories and in the Executive Group. Consistent Uses: This bank is used to identify applicants suitable for referral and appointment to positions in the public service. For certain solicited processes applications, curriculum vitae may be sent to and retained by the department holding the competition. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. The information in this bank is frequently

matched with information on appointment and test results for statistical purposes and program evaluation. *Retention and Disposal Standards:* Records are maintained for two (2) years after being removed from the inventories, or after referral, or after completion of a solicited competition process, and then destroyed. Computerized information is retained for five (5) years. *PAC Number:* 94-001 *Related to PR#:* PSC SPB 030 *TBS Registration:* 001451 *Bank Number:* PSC PCE 708

Assessment Centre for Early Identification of Executive Potential (AC for EIEP)

Description: This bank may contain memoranda and letters; biographical information and assessment results. Class of Individuals: Persons who have been assessed by the Assessment Centre for Early Identification of Executive Potential (AC for EIEP). Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of all persons who have participated in the Career Assignment Program or other departmental programs aimed at developing management potential. Consistent Uses: This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program or any other similar departmental programs, so that meritorious selections may be made. It is also used to provide assessment information to candidates requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre. Retention and Disposal **Standards:** Hardcopy files are retained for five (5) years after the assessment and then destroyed. Computerized information is retained indefinitely. PAC Number: 96-040 Related to PR#: PSC SPB 065 and SPB 034 TBS Registration: 001469 Bank Number: PSC PCE 726

Assessment Centre for Executive Appointment (AC for EXA)

Description: This bank may contain memoranda and letters; biographical information and assessment results. Class of Individuals: Persons who have been assessed by the Assessment Centre for Executive Appointment (AC for EXA). Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of applicants for executive positions or departmental development programs. Consistent Uses: This bank is used to record and provide all information relating to the assessment of applicants for executive positions or departmental development programs so that meritorious selections may be made. It is also used to provide assessment information to individuals requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre. Retention and Disposal Standards: Hard

copy files are kept for five (5) years and then destroyed. Computer related files are retained indefinitely. *PAC Number:* Under review. *Related to PR#:* PSC SPB 065 and SPB 034 *TBS Registration:* 004463 *Bank Number:* PSC PCE 772

Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Applicants

Description: This bank may contain: correspondence: personal information; applications to the program; curriculum vitae; reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview, the Selection Review Board (SRB) Interview and program office notes. Class of Individuals: Members of the Executive Category and EX equivalents who have applied to the PQP. Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the acceptance or rejection of applicants to the PQP, to record and present information for review and decisions by screening panels and (SRB) members, the Committee of Senior Officials (COSO), and the Public Service Commission (PSC). Consistent Uses: The bank is used to record and provide information to COSO and the PSC regarding acceptance to the program. Retention and Disposal Standards: Hard copy records of an applicant whose candidacy is not accepted are retained for five (5) years after which they are destroyed. Hard copy records of employees who are appointed to the ADM pool are transferred to the Participant files bank. These are retained for a period of ten (10) years following termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information on all applicants is computerized and retained for statistical purposes for twenty (20) vears. PAC Number: Under review. Related to PR#: PSC SPB 065 TBS Registration: 004020 Bank Number: PSC PCE 770

Assistant Deputy Minister (ADM) Prequalification Process (PQP): Inventory of Participants

Description: This bank may contain: personal information; correspondence; reference checks, the Full Circle Appraisal Questionnaire, the Track Record Interview and the SRB Interview; self-assessment by the participant; personalized learning plans; information on candidate assignments and related performance evaluations, mentoring/coaching assistance, and appointment-to-level documentation; program office notes. Class of Individuals: Members of the Executive Category and EX equivalents who have been selected in the ADM PQP. Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to participants into the PQP as well as to provide information to the PSC regarding appointment-to-level. Consistent Uses: The bank is used to record and provide information regarding PQP

selected applicants to departmental Senior Managers offering employment opportunities at the ADM level to candidates. *Retention and Disposal Standards:* All records are retained in hard copy until ten (10) years after termination of PQP participation either through appointment to an ADM level position or removal from the pool by the PSC, after which they are destroyed. Selected information is computerized and retained for statistical purposes for twenty (20) years. *PAC Number:* Under review. *Related to PR#:* PSC SPB 065 *TBS Registration:* 004021 *Bank Number:* PSC PCE 771

Business/Government Executive Exchange (ceased in 1994)

Description: This bank may contain nomination and biographical information, performance reviews and employee appraisals, agreements, job descriptions, interview notes, curriculum vitae, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants. Class of Individuals: Government and business executives who have been nominated for, are currently on, or have completed, an assignment. Purpose: This bank exists to maintain an inventory of executives who have been nominated for possible participation in the program and to keep historical records of all persons who have participated. Consistent Uses: The information is used to assess candidates and to refer government executives, or accept business executives, for possible assignment opportunities. Retention and Disposal Standards: Records are retained for two (2) years after termination of an assignment, and then destroyed. Information on candidates who did not participate in the Program is retained for two (2) years, and then destroyed. PAC Number: 94-001 Related to PR#: PSC SPB 065 TBS Registration: 001909 Bank Number: PSC PCE 757

Career Assignment Program (CAP): Inventory of Candidates and Participants

Description: This bank may contain basic personal information, Executive Simulation for CAP forms, curriculum vitae, career plans, appraisal information, assessment results, overall integration results, including reference checks, course participation, and general correspondence related to CAP candidates and participants. This bank may also include information retained for a previous program: Special Development Program. Class of Individuals: Public servants and non-public servants who have been nominated and/or have participated in CAP. Purpose: This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to initial and final nominations to CAP. This bank also exists to maintain an historical record of all persons who have participated in CAP. Consistent Uses: This bank is used to record and provide information on CAP candidates to the assessment and selection phase for statistical.

administrative, and counselling purposes. *Retention and Disposal Standards:* Records are retained in hard copy for three (3) years for employees who do not proceed beyond the selection phase, and for five (5) years after termination of CAP participation, after which they are destroyed. Selected information on all candidates is computerized and retained for statistical purposes for twenty (20) years. *PAC Number:* 94-001 *Related to PR#:* PSC SPB 065 *TBS Registration:* 001705 *Bank Number:* PSC PCE 751

Career Consultation and Development, Diversity Management: Senior Levels (formerly Executive Programs Employment Equity)

Description: This bank may contain basic personal information, curriculum vitae, general career information and plans, appraisal information and reference checks. Class of Individuals: Employment equity designated group members at the EX equivalent, the EX minus one and minus two levels which includes women, visible minorities, aboriginal peoples, persons with disabilities, who have received career consultation and development services. Purpose: This bank exists to maintain an historical record of designated group members seeking career consultation services in order to fulfill their chosen career plans. Consistent Uses: The bank is used to maintain records of meetings with clients and to identify and contact designated group clients eligible to compete for specific EX competitions and for referral of clients to developmental assignments in other departments. Retention and Disposal Standards: Records are retained for two (2) years after being declared inactive, and then destroyed. PAC Number: 94-001 Related to PR#: PSC SPB 065 TBS Registration: 001466 Bank Number: PSC PCE 723

Course Registration and Information

Description: This bank may contain basic personal data on course participants and related course administration information. Individuals seeking access to this information are required to specify the pertinent Training and Development Canada course numbers. Class of Individuals: Persons who have taken or are enrolled in a professional or management course offered by Training and Development Canada. Purpose: This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all persons who have taken or are enrolled in a professional or management course offered by the PSC Learning, Assessment and Executive Programs Branch. Consistent Uses: This bank is used to provide information required to administer professional training courses delivered by Training and Development Canada. Retention and Disposal Standards: Records are retained for five (5) years after completion of training and development activity, and then destroyed. The computerized records are retained ten (10) years after completion of training. PAC Number: 96-040 Related to PR#: PSC TPB 120 TBS Registration: 001478 Bank Number: PSC PCE 735

Deployment Recourse

Description: This bank contains a complaint document including basic personal data, evidence gathered during the investigation, letters and memoranda, an investigator's report and recommendations to the deputy head, the Commission's decision, if any, and a complaint statistics information sheet. Class of Individuals: Public servants who have filed complaints with the Recourse Branch related to the application of section 34.4 of the Public Service Employment Act. Purpose: This bank exists in accordance with section 34.4 of the Public Service Employment Act and section 29 of the Public Service Regulations to provide information to enable the investigator to assess facts and where warranted make a recommendation to deputy heads regarding corrective action with respect to an employee's deployment. Consistent Uses: This bank is also used to provide information for PSC reports to Parliament. Retention and Disposal Standards: Records are retained for five (5) years and then destroyed. PAC Number: 94-034 Related to PR#: PSC AIB 005 TBS Registration: 003270 Bank Number: PSC PCE 745

Executive Counselling Services Assessment Results (formerly called Diagnostic and Career Counselling Service Assessment Results)

Description: This bank may contain biographical information, service-related notes and assessment results. Class of Individuals: Public Servants in the Executive Category, in EX equivalent positions and EX minus 1 level positions who have requested services, as well as public servants who have accessed Career Transition Counselling Services. Purpose: This bank exists to provide public servants who access Executive Counselling Services with information to enhance their self-understanding and to provide an opportunity to receive confidential counselling. Consistent Uses: This information is used to provide advice to the client and, with the client's written request, information on the client can be provided to individuals of the client's choosing. Limited information may also be used for statistical purposes aimed at assuring the quality of service. Retention and Disposal Standards: Hard copy records are retained for ten (10) years after being declared inactive and then destroyed. PAC Number: 96-040 Related to PR#: PSC SPB 050 and PSC SPB 034 TBS Registration: 002912 Bank Number: PSC PCE 765

Executive Resourcing

Description: This bank may contain security clearance rating, language examination results, memoranda to the Commission (Board Reports), letters of offer, letters of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information forms, job descriptions, the Request for Non-delegated Staffing, job profiles, statement of qualifications, application forms, individual

candidate reports from the Assessment Centre for Executive Appointment, reference check results, and record of persons considered for the position. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition). Class of Individuals: Persons who are included in an Executive Group competition administered by the PSC. Purpose: This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information relating to Executive Group competitions administered by the Public Service Commission. Consistent Uses: This bank is used to provide information relating to Executive Group appointments made by the PSC, On request, information may be disclosed to a participant in a selection action to explain the reasons for the selection decision. Information in this bank may be obtained from information in the applicant inventories. the assessment results and from departments. Retention and Disposal Standards: Records are retained for three (3) years after the eligibility list expires, and then destroyed. PAC Number: 94-001 Related to PR#: PSC SPB 065 TBS Registration: 001475 Bank Number: PSC PCF 732

Interchange Canada: Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance reviews and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the Program. Some information exists in computerized form. Class of Individuals: Public servants and non-public servants applying for positions in Interchange Canada, or who are currently on, or have completed an assignment. Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act, to provide an inventory of persons seeking Interchange Canada assignments and to maintain historical records of all persons who have participated in the Interchange Canada. Consistent Uses: This bank is used for the general management of the assignments. This bank interfaces with the Inventory Management system. Retention and Disposal Standards: Records of applicants are retained for two (2) years after the candidate is declared inactive, then destroyed. Records of public servants participants are retained for two (2) years after termination of participation and destroyed. Records of non-public servants are retained for five (5) years after termination of participation and destroyed. PAC Number: 94-001 Related to PR#: PSC SPB 065 TBS Registration: 001952 Bank Number: PSC PCF 729

Interdepartmental Peer Committee on Promotions Description: This bank may contain career résumés, letters of nomination from departments, letters of reference, appraisals and the recommendations of the

Peer Committee. It may also contain personal works and lists of achievements. Class of Individuals: Public servants in the University Teaching (UT), Scientific Research (SE-RES), Historical Research (HR) and Defence Science (DS) groups who have been nominated for promotion through Peer Committee deliberation. Purpose: The information is collected under the authority of the Treasury Board for the UT, SE, HR and DS groups and is compiled to enable the Peer Committee to make recommendations on the appropriateness of promotions. Consistent Uses: The information is used to maintain a record of the Peer Committee's findings and decisions, and is occasionally used for future reference concerning the subsequent promotion of the same individual. Retention and Disposal Standards: Files are retained for five (5) years, and then destroyed. PAC Number: 85-016 Related to PR#: PSC SPB 030 TBS Registration: 002298 Bank Number: PSC PCE 759

International Programs: Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, agreements, job descriptions, interview notes, vacancy notices and correspondence related to the Program. Some information exists in computerized form. Class of Individuals: Public servants and nonpublic servants applying for appointments in international organizations, or who are currently employed or have been employed. Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with international organizations. It also exists to maintain historical records of all persons who have participated in the Program. Consistent Uses: This bank is used to identify vacancies in international organizations for the general management of participants and applicants. It interfaces with the Inventory Management system. Retention and Disposal Standards: Records of applicants are retained for two (2) years after being declared inactive and then destroyed. Records of participants and competition files are retained for three (3) years after termination of appointments, and then destroyed. PAC Number: 94-001 Related to PR#: PSC SPB 065 TBS Registration: 001951 Bank Number: PSC PCE 733

Investigations

Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memorandum of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. Class of Individuals: Public servants who have filed complaints with the Recourse Branch related to the application of the Public Service Employment Act and its Regulations, or complaints of

harassment in the workplace as defined by Treasury Board policy, and persons involved in the complaint. Purpose: This bank exists in accordance with section 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986-2350 to record information with respect to investigations related to the application of the Public Service Employment Act and its Regulations, and to complaints of harassment in the workplace as defined by Treasury Board policy. Consistent Uses: The information is used so that allegations may be examined, recommendations made and corrective actions taken if warranted. It is also used to prepare background documentation to establish a board of inquiry or the preparation of a Federal Court file. Retention and Disposal Standards: Paper records are retained active during the investigation or conciliation phase, five (5) years inactive and then destroyed. Complaints which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for five (5) years, then deleted. PAC Number: 94-001 Related to PR#: PSC AIB 010 TBS Registration: 001446 Bank Number: PSC PCE 703

Language Review Committee

Description: This bank may contain requests for review, employee's written consent, Language Knowledge Exam (LKE) results prior to 15 October 1984, assessment officer's report, language training history, orientation process results, related letters or memos, decision of the committee. Class of Individuals: Public servants whose cases have been submitted to the Language Review Committee. Purpose: This bank exists in accordance with section 20 of the Public Service Employment Act to record information on employees whose cases have been submitted to the Language Review Committee. Consistent Uses: The bank is used to examine complaints concerning results obtained in second language assessment and decisions of the Language Assessment Section prior to October 15, 1984; to review employee's withdrawal from language training and to reach a decision on each case. Retention and Disposal Standards: Records relating to complaints concerning the withdrawal from language training or the orientation process results are retained for twenty five (25) years and then destroyed. PAC Number: 94-034 Related to PR#: PSC SPB 050 TBS Registration: 001459 Bank Number: PSC PCE 716

Language Training Orientation

Description: This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognosis, recommended lessons and the projected duration of training. **Class of Individuals:** Language training candidates who underwent the orientation process for non imperative staffing purposes or for enrolment on basic language training. **Purpose:** This bank exists in accordance with section 5(b) of

the Public Service Employment Act to register test results and information collected during the orientation interview. *Consistent Uses:* The bank is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply Language Training Canada with administrative data. *Retention and Disposal Standards:* Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept for twenty (20) years and then deleted. *PAC Number:* 93-003 *Related to PR#:* PSC TPB 105 *TBS Registration:* 001482 *Bank Number:* PSC PCE 739

Language Training Services

Description: This bank may contain basic personal data, service and language training requests, aptitude and placement tests results. Class of Individuals: Persons who underwent language training. Purpose: This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes. Consistent Uses: The bank is used for the eligibility, testing, orientation, enrolment and language training processes and to ensure a progress follow-up on participants. Retention and Disposal Standards: Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept on tape for twenty (20) years and then deleted. PAC Number: 93-003 Related to PR#: PSC TPB 105 TBS Registration: 001484 Bank Number: PSC PCE 741

Leave of Absence to Seek Election

Description: This bank may contain requests for leave of absence, the appropriate deputy minister's opinion, the recommendations to the Commission by the Secretary General, the Commission's decision to approve or deny the leave to seek nomination as a candidate. and to be a candidate for election, notices for publication in the Canada Gazette, Part I, and in some cases, newspaper clippings. Class of Individuals: Public servants who have requested leave of absence to seek nomination as a candidate, and to be a candidate for election. Purpose: This bank exists in accordance with sections 32, 33 and 34 of the Public Service Employment Act to record information so that the PSC can assess whether or not to grant leave of absence to employees to seek nomination for election. Consistent Uses: This bank is used to provide information for PSC authorization and for PSC reports to Parliament. Retention and Disposal Standards: Records are retained for seven (7) years after request was made, and then destroyed. PAC Number: 94-034 Related to PR#: PSC DGM 022 TBS Registration: 001448 Bank Number: PSC PCE 705

Management Resources Information System (MRIS) (ceased to be updated in 1993)

Description: Since 1993, information has been transferred to the applicant inventories and analytical environment systems which ensure, in part, the necessary data for the management of the various PSC programs and services. This bank may contain appointment certificates; employee summaries; basic personal data: skills and work history; professional qualifications; curriculum vitae; career aspirations and managerial experience; proof of education standing; performance reviews and employee appraisals; and development and training courses taken. In the case of public servants in the executive group, the bank may also contain notifications of layoff, surplus or administrative priority; identification of transfer requests and identification of requirements to be redeployed; records of instances of consideration for positions; most recent memoranda to the Commission (board reports); letters of offer, letters of acceptance, notes to file, letters of recommendation, Brokerage Inclusion forms, Deputy Head authorization for placement on brokerage, records of consideration and counselling reports/notes. This bank may also contain specific records pertaining to Senior Personnel, Finance and Internal Audit Officers. Class of Individuals: Public servants appointed to eligible classifications as determined by the Public Service Commission; public servants participating or seeking participation on Interchange Canada or International Assignments: public servants at the FI-04 and equivalent levels. PE-06 level and up to EX-03 levels who are identifited as having extensive qualifications and who have been evaluated by senior advisory committees. Purpose: This bank exists to enable the Public Service Commission to fulfil its powers as stated in section 5 of the Public Service Employment Act and Regulations, i.e. to maintain an inventory of candidates for eligible classifications determined by the PSC. Consistent Uses: This bank is used to provide information to TBS and departments for the purposes of staffing, human resources management, statistics, analysis, evaluations and career management planning. Prior to 1993, relationship with other systems: The MRIS system is merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the TBS Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to identify employees who left the Public Service. It is also merged with the Employment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the Interchange/ International System, the executive group Applicant Inventory and the Quarterly Statistical File. Retention and Disposal Standards: Machine readable records are retained for ten (10) years after removal from the

system or after the public servant's separation from the public service, after which the records are deleted from the system. Performance review and employee appraisals are retained for five (5) years, and then destroyed. *PAC Number:* 94-001 *Related to PR#:* PSC SPB 065 *TBS Registration:* 001477 *Bank Number:* PSC PCE 734

Management Trainee Program (MTP): Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, applications, transcript of marks, correspondence, interview notes, appointment letters, assignment descriptions and performance appraisals. Class of Individuals: Public servants and non-public servants applying to the Management Trainee Program, and persons who have been appointed to the Program. Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act (PSEA) to provide an inventory of persons seeking positions with the Management Trainee Program, and to maintain historical records of persons appointed to the Program. Consistent Uses: This bank is used to identify candidates for positions with the Management Trainee Program, for the general management of assignments for participants in the Program, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies). Retention and Disposal Standards: Records of applicants are retained for two (2) years after application is submitted and are then destroyed. In the case of participants, hard copy records are retained for five (5) years after the participant ceases to be a MTP participant. Machine readable records are retained for twenty-five (25) years and then destroyed. PAC Number: 94-001 Related to PR#: PSC SPB 031 TBS Registration: 002910 Bank Number: PSC PCE 763

Mediation, Investigation and Coaching in the Prevention and Resolution of Harassment in the Workplace

Description: This bank may contain basic personal data, excerpts of personnel files, interview notes, complaints or allegations, memoranda and letters, performance evaluations, memorandum of agreement and investigation reports. At completion of the service requested by the department, the complete file is forwarded to the department and a copy is kept by the Public Service Commission. Class of Individuals: Public servants involved in investigation, mediation or coaching services provided by the Recourse Branch pursuant to the Treasury Board's Policy on the Prevention and Resolution of Harassment in the Workplace. Purpose: This bank exists by reason of the Order-in-Council P.C. 2001-955 to act as an expert resource body to gather information during investigation, mediation and coaching upon request by the department. Consistent Uses: The information is used so that the workplace conflict/complaint may be examined and conclusions and recommendations be reached, if required. It is also used for statistical purposes. *Retention and Disposal Standards:*Paper records are retained active during the investigation, mediation or coaching process, five (5) years inactive from date service completed, then destroyed. Computerized records are retained on-line for five(5) years, then deleted. *Related to PR#:* PSC AIB 010 *TBS Registration:* 005181 *Bank Number:* PSC PCE 781

Occupational Test Results

Description: This bank may contain test answer sheets and results for persons who, for selection or other purposes, have undergone PSC tests. Individuals completing a Personal Information Request Form are required to provide their Personal Record Identifier. Class of Individuals: Public servants and non-public servants who have taken selection tests developed by the PSC. Purpose: This bank exists in accordance with section 16(1) of the Public Service Employment Act to record information on tests conducted for purposes of selection such as competitions. Consistent Uses: The bank is used to record and provide information to departments on the results of tests administered by PSC regional offices and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. The information in this bank is contained in the Test Scoring and Results Reporting System (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. Retention and Disposal Standards: Hard copy files are kept for five (5) years, and destroyed. Candidate test results are retained indefinitely on computerized files. PAC Number: 96-040 Related to PR#: PSC SPB 030 TBS Registration: 001454 Bank Number: PSC PCE 711

Official Languages Exclusion Approval Order Description: This bank may contain basic personal data, medical certificates, supporting documentation, departmental requests and Commission decision in some cases. Class of Individuals: Public servants who have requested an official languages exclusion or extension. Purpose: This bank exists in accordance with section 20 (and in certain cases section 10) of the Public Service Employment Act to record information relating to the review of cases of employees requesting an exclusion from the obligation to meet the second language requirements of their position or an extension to their exemption time or an override to a negative prognosis for appointment purposes. Consistent Uses: This bank is used to allow the Public Service Commission to grant or refuse exclusions, extensions or overrides under the Official Languages Exclusion Approval Order. Retention and Disposal Standards: Records are retained for twenty (20) years and then destroyed, except for those with historical value which

are kept indefinately. *PAC Number:* 94-034 *Related* to *PR#:* PSC SPB 050 *TBS Registration:* 001460 *Bank Number:* PSC PCE 717

Other Inquiries

Description: This bank may contain basic personal data, excerpts of personnel files and\or competition files, interview notes, allegations or complaints, memoranda and letters, tests, performance evaluations. press clippings, memorandum of agreement, investigation reports. It may also contain information dealing with the Recommendation made to the Commission based on the facts gathered during the inquiry. Class of Individuals: Public Servants or non Public Servants directly affected by the inquiry. Purpose: This bank exists following the conduct of an investigation under sections 6(2), (3) and 42 of the Public Service Employment Act. Consistent Uses: The information is used so that allegations and staffing irregularities may be examined and recommendations made. It may also be used for statistical purposes. Retention and Disposal Standards: Paper records are retained active during the investigation and recommendation phase, five (5) years inactive and then destroyed. Computerized records are retained on-line for five(5) years, then deleted. Related to PR#: PSC AIB 005 TBS Registration: 005180 Bank Number: PSC PCF 780

Personnel Selection (excluding Executive Resourcing)

Description: This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference or performance appraisals, eligibility lists, all other documents used in establishing candidates order of merit and notification of the results of the competition/selection including letters offering appointment. Where applicable, notices of rights to appeal and other related documents are included. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers. Class of Individuals: Public servants and non-public servants who are being considered for appointment through a process of personnel selection. Purpose: This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection with or without competition. Consistent Uses: This bank is used to staff positions, to provide the necessary information, on request, to participants in selection actions to explain the reasons for the selection decision. This bank also provides related documentation for PSC investigations as a result of the selection processes. The information on underrepresented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Retention and Disposal Standards: Records are retained for two (2) years

after the eligibility list expires or two (2) years after it has been used for administrative purposes, and then destroyed. *PAC Number:* 96-040 *Related to PR#:* PSC SPB 030 *TBS Registration:* 001455 *Bank Number:* PSC PCE 712

Persons Appointed under an Exclusion Approval Order

Description: This bank may contain the recommendation of the Commission and of the appropriate Cabinet minister to the Governor in Council, basic personal data, the exclusion order and the regulations. Class of Individuals: Persons appointed to the public service who are excluded from certain provisions of the Public Service Employment Act by virtue of section 41. Purpose: This bank exists in accordance with sections 37, 41 and 47 of the Public Service Employment Act to record and report to Parliament the names of employees of certain occupational groups or the names of persons appointed to the public service who are excluded from certain provisions of the Act by virtue of section 41. Consistent Uses: This bank is used to record and report to Parliament annually the names of employees of certain occupational groups or the names of persons appointed under an Exclusion Approval Order, Retention and Disposal Standards: Records are retained for five (5) years after termination of the exclusion, and then destroyed. PAC Number: 94-034 Related to PR#: PSC CMB 022 TBS Registration: 001447 Bank Number: PSC PCE 704

Post-Secondary Recruitment (PSR) Program: Inventory of Applicants

Description: This bank may contain curriculum vitae, applications, transcripts of marks, correspondence, test results, interview notes, assessment centre notes, records of instances of consideration, notations of referrals, note to files, and telexes for those applicants to the PSR Program. Class of Individuals: Public servants and non-public servants applying to PSR. Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions through the PSR campaign. Consistent Uses: This bank is used to identify applicants for positions offered through PSR (for statistical purposes and studies). The bank interfaces with the Inventory Management and Employee History systems to track the career progression of those applicants who are hired through PSR for positions/training programs in the participating departments. Retention and Disposal Standards: Records are retained for five (5) years after an application is submitted and are then destroyed, except in cases where successful applicants are hired. Information on such applicants is transferred to the hiring department. PAC Number: 94-001 Related to PR#: PSC SPB 031 TBS Registration: 003954 \pard fs19Bank Number: PSC PCE 767

PSC Transfer Files (ceased in June 1996)

Description: This bank may contain curriculum vitae, latest performance appraisal, request for transfer form, letter from department confirming group, level and status, assessment/counselling report, results of referrals and reference checks. Class of Individuals: Public servants who have requested a lateral transfer. Purpose: This bank exists to provide information on employees who have requested a lateral transfer in the administrative support and operational categories, administrative and foreign service, and professional and technical categories, excluding the EX group. Consistent Uses: The bank is used to refer employees requesting a transfer to departments and agencies. Retention and Disposal Standards: Records are retained for two (2) years from the date of the most recent inclusion in the inventory and then destroyed. PAC Number: 96-040 Related to PR#: PSC SPB 030 TBS Registration: 001462 Bank Number: PSC PCE 719

Public Servants Released or Demoted (PSC authority for this function ceased in 1993) Description: This bank may contain basic personal

data; the department's recommendation to the PSC and the grounds for recommending release or demotion, the appeal decision, if appeal right is exercised, the Secretary General's recommendation to the Commission; the Commission's decision, and the notices of release or demotion to the department and to the employee. Class of Individuals: Public servants whose release or demotion has been recommended by deputy heads. Purpose: This bank existed in accordance with section 31 of the Public Service Employment Act, R.S.C. 1985, c. P-33 (now repealed by section 21 of the Public Service Reform Act) to record information relating to the recommendation of deputy heads to release or demote employees. Consistent Uses: This bank was used to provide information to enable the Commission to assess and make a decision on the recommendation of deputy heads, made prior to June 1993, that employees be released or demoted. It also provided information for PSC reports to Parliament. Note: As of June 1, 1993, these recommendations no longer fall under PSC jurisdiction, unless these were made prior to the coming into force of the Public Service Reform Act. s.c. 1992 c.54. Such matters have since been delegated to Deputy Ministers. Retention and Disposal Standards: Records are retained for seven (7) years following a release or demotion, and then destroyed. PAC Number: 94-034 Related to PR#: PSC CMB 022 TBS Registration: 001449 Bank Number: PSC PCE 706

Second Language Assessment by Regional Offices Description: This bank may contain the second language assessment request and record of results forms, basic personal data, and oral interviews recorded on cassette, assessment reports and results.

Class of Individuals: Public servants and non-public servants who were assessed by the PSC Regional Offices for second language proficiency. Purpose: This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to assess the second language proficiency of candidates. Consistent Uses: The bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the public service and for other uses as set out in the PSC-TBS agreement on the subject of language testing. Test results are entered in the Test Scoring and Results Reporting System (see central bank PSC PCE 718) and may be entered in the applicant inventory. Retention and Disposal Standards: Files are retained for three (3) years and interviews recorded on cassette are retained for two (2) years unless the candidate agrees to their earlier disposal, then are deleted. PAC Number: 96-040 Related to PR#: PSC SPB 030 TBS Registration: 001457 Bank Number: PSC PCE 714

Second Language Evaluation (SLE) Examiners **Description:** This bank may contain information related to the registration/certification and monitoring of SLE test administrators, scorers and Oral Interaction assessors: registration forms for the Certification Program; test use agreements; letters of certification; trainers/monitors comments and recommendations; and other administrative data collected in connection with accreditation/registration. Class of Individuals: Public servants who have been participants in the Oral Interaction Certification Program or who have been authorized to administer and score the Second Language Evaluation tests. Purpose: This bank exists in accordance with sections 5(a), 16 and 20 of the Public Service Employment Act to record all information relating to the registration/certification of SLE examiners. Consistent Uses: The bank is used to record information related to the qualifications, training and certification/ registration of SLE examiners and prospective SLE examiners. It is also used to provide information to monitor SLE examiners and to take corrective action if warranted. Retention and Disposal Standards: All records are retained for ten (10) years after the employee ceases to perform examiner's duties. Records pertaining to persons who have not performed examiner's duties are also retained for ten (10) years. Records are then destroyed. PAC Number: 96-040 Related to PR#: PSC SPB 030 TBS Registration: 001458 Bank Number: PSC PCE 715

Second Language Evaluation (SLE) Test Results Description: This bank may contain SLE test answer booklets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test. For candidates tested in Oral Interaction, the test cassettes are retained by the administering PSC test centre. Individuals completing a Personal Information Request Form are required to provide their personal record identifier. Class of

Individuals: Public servants and non-public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test or Writing Test. Purpose: This bank exists in accordance with sections 16(1) and 20 of the Public Service Employment Act to record language assessment results for purpose of appointment. Consistent Uses: The bank is used to provide information on Second Language Evaluation assessment for staffing of bilingual positions and information for general personnel management. research and statistical purposes. When the individual becomes a Federal employee, the bank provides the individual's test results to the database at the Personnel Applications Centre (PAC) at Public Works and Government Services Canada. Through PAC, that information is then available on-line to authorized personnel in all government departments and by telephone enquiry. The Treasury Board's official languages system interfaces with PAC to obtain SLE test results which it links with job position requirements. The information in this bank is contained in the Test Scoring and Results Reporting system (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. Retention and Disposal Standards: Hard copy files are retained for five (5) years, then destroyed. Oral Interaction Tests on cassettes are retained for two (2) years unless the candidate agrees to their earlier disposal. Candidate test results are kept indefinitely on computerized files. PAC Number: 96-040 Related to PR#: PSC SPB 030 and TBS PCE 703 TBS Registration: 001461 Bank Number: PSC PCE 718

Shared Mediators Program

Description: This bank may contain requests for mediation services, profiles of mediators and co-mediators, curriculum vitaes, evaluations of the mediators and co-mediators. Class of Individuals: Applicants from the public service who wish to participate in the Shared Mediators Program and qualified Mediators and Co-mediators accepted in the Program. Purpose: This bank exists to maintain an inventory of trained and experienced mediators and of co-mediators from participating departments and agencies and to provide their services upon request to departments and agencies of the federal government to attempt to resolve a case of harassment or conflict in the workplace. Consistent Uses: The information is used so that the services of mediators and co-mediators be referred to departments and agencies of the federal government to help resolve a case of harassment or conflict in the workplace. It is also used for statistical purposes. Retention and Disposal Standards: Paper records on Mediators and Co-mediators remain active while participating in the Program. Paper records on Mediators and Co-mediators who no longer participate in the Program are kept for two (2) years as inactive and then destroyed. Paper records on mediation service requests are kept two (2) years as inactive from completion of service

and then destroyed. Computerized records are retained indefinitely for statistical purposes. *PAC Number:* Under review. *Related to PR#:* PSC AIB 010 *TBS Registration:* 005182 *Bank Number:* PSC PCE 782

Special Measures Program Participants (Ceased in 1998)

Description: This bank may contain information concerning the on-the-job training assignments of participants to the Special Measures Program, including the Access Program, the Visible Minority Employment Program, the National Indigenous Development Program, Northern Careers Program and the Non-Traditional Occupations Program for Women (e.g. trainee identification, training status, letters of agreement, training plans, release of medical/psychiatric authorization forms, position descriptions, training evaluations, letters of offer, reports on staffing transactions as well as post-training employment details, including follow-up dates and results). The hardcopy files or official files are retained by the PSC regional offices. Copies of the files may also be retained in the records of participating departments. Class of Individuals: Individuals participating in the Special Measures Program, including the Access Program for Disabled Persons, the Visible Minority Employment Program, the National Indigenous Development Program, the Northern Careers Program and the Non-Traditional Occupations Program for Women. Purpose: The bank exists in accordance with Treasury Board authority 789462 to record information on participants in the Special Measures Program. Consistent Uses: The bank is used to monitor the progress of participants and to measure the effectiveness of each initiative/program, as well as for statistical and management information reports prepared for the Public Service Commission, Treasury Board Secretariat, federal government departments and employment equity committees. Retention and Disposal Standards: Records are retained for five (5) years after the participant has completed the assignment, after which they are destroyed. Machine readable records are retained for twenty five (25) years and then destroyed. PAC Number: 94-001 Related to PR#: PSC SPB 030 and PSC SPB 040 TBS Registration: 002297 Bank Number: PSC PCE 758

Staffing Consultant Certification

Description: This bank may contain individual files which include recommendations from departments for Staffing Certification including information on previous personnel studies and work experience, staffing knowledge examination results, outline of training, related on-the-job staffing activities and assignments, and assessments of such activities and assignments. Part of the above information is also recorded on a computerized inventory. Class of Individuals: Staffing consultants of the public service. Purpose: This bank exists to record and provide information on the certification of staffing consultants as it relates to the

exercise of staffing authority delegated pursuant to section 6(1) of the Public Service Employment Act. *Consistent Uses:* This bank is used to provide information in support of the certification of staffing consultants. It is also used to prepare various reports and statistical analyses and for more general administrative purposes such as the planning of training and development programs in staffing and for the preparation of reports related to those programs. *Retention and Disposal Standards:* Records are retained for two (2) years after the date of certification. The computerized record is maintained indefinitely as a record of who is certified. *PAC Number:* 94-034 *Related to PR#:* PSC SPB 050 *TBS Registration:* 001464 *Bank Number:* PSC PCE 721

Statutory and Regulatory Priorities

Description: This bank may contain basic personal data: statutory or regulatory data together with results of referrals made to departments. The priority types include: leave of absence, minister's staffs, layoff, surplus, reinstatement, relocation of spouse, employees who become disabled, and military who become disabled. Information exists in hardcopy and computerized form. Class of Individuals: Public servants and other persons who have a statutory or regulatory priority for appointment. Purpose: This bank exists in accordance with sections 29, 30 and 33 of the Public Service Employment Act and sections 34 to 43 of the Public Service Employment Regulations to provide information relating to individuals with statutory or regulatory priority for appointment. It exists in accordance with various Public Service Commission policies to provide information relating to individuals with a priority for appointment. Consistent Uses: This bank is used to identify those individuals with a statutory or regulatory priority for appointment purposes and to engage in job searching activities on their behalf. Ad hoc reports are regularly provided to Treasury Board, departments, unions and PSC management for monitoring and statistical purposes. Retention and Disposal Standards: Hard copy records are retained for five (5) years from the date the individual's priority status is terminated, after which the records are destroyed. Some information in the computer files is kept indefinitely. n PAC Number: 96-040 Related to PR#: PSC SPB 033 TBS Registration: 001452 Bank Number: PSC PCE 709

Particular Banks

Accounts Payable and Receivable

Description: This bank may contain information on witness expenses, merit awards, long distance telephone call payments, suggestion awards, reimbursements, salary adjustments and pay. Class of Individuals: Departmental employees who have been involved in financial transactions of any kind with the Public Service Commission. Purpose: The information is required to pay employees, collect monies due

and keep a record of financial transactions related to accounts payable and receivable. *Consistent Uses:* The information is used also for statistical reporting and analysis purposes. *Retention and Disposal Standards:* Records are retained for six (6) years and then destroyed. *PAC Number:* 86-001 *Related to PR#:* PSC CMB 914 *TBS Registration:* 002413 *Bank Number:* PSC PPE 815

Flexibility EX and Special Assignment Pay Plan Positions

Description: This bank may contain agreements between the employee and/or the organizations involved, administrative correspondence, a Report on Staffing Transaction, approval forms, and a curriculum vitae as required. Class of Individuals: Public servants employed by the Public Service Commission in overfill situations at the EX level, and employees of other groups who are employed under the Special Assignment Pay Plan (SAPP). Purpose: This bank exists to record and control the EX overfill and SAPP situations in the Public Service Commission. Consistent Uses: This bank is used to administer and maintain data on the EX overfill and SAPP situations in the Public Service Commission. It is also used to report general data to PSC management and Treasury Board as required. Retention and Disposal Standards: Records are retained for a period of two (2) years, and then destroyed. PAC Number: 86-001 Related to PR#: PSC 925 TBS Registration: 001486 Bank Number: PSC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Electronic Network Monitoring Logs

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Public Service Staff Relations Board

Chapter 120

Central Banks

Applications for Extension of Time

Description: This bank contains applications for extension of time, replies to applications, notice of hearings and decisions rendered by the Board. Class of Individuals: Individuals employed in the federal public service or Parliament who have filed an application for an extension of time to present a grievance or to submit a reply to a proceeding. Purpose: The purpose of this bank is to record, for determination by the Board, applications made by persons for an extension of time to present a grievance to an employer, refer a grievance to the Board of adjudication, or to submit a reply to a proceeding. Consistent Uses: To support decisions made by the Board concerning applications for extension of time. Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of

Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. *PAC Number:* 85-013 *Related to PR#:* SRB OSR 110 *TBS Registration:* 000776 *Bank Number:* SRB PCE 705

Complaints - Canada Labour Code - Part II

Description: This bank contains complaints from employees against employers for allegedly taking action against them because they acted in accordance with the provisions of sections 128 or 129 of Part II of the Canada Labour Code. Class of Individuals: Individuals employed in the federal public service. Purpose: The purpose of this bank is to record the determination of the Board on the complaints of employees. Consistent Uses: To support decisions made by the Board as to whether or not the employer has taken action against an employee for acting in accordance with sections

128 or 129 of Part II of the Canada Labour Code. *Retention and Disposal Standards:* Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 30 years, and then transferred to the National Archives of Canada for archival purposes. *Related to PR#:* SRB OSR 150 *TBS Registration:* 001881 *Bank Number:* SRB PCE 709

Complaints of Unfair Labour Practices

Description: This bank contains complaint forms. replies to complaints, notice of hearings and decisions rendered by the Board. Class of Individuals: Individuals employed in the federal public service or Parliament who have lodged a complaint against an employer or employee organization for failure to comply with specific regulations, procedures or decisions of the Board. Purpose: The purpose of this bank is to record, for determination by the Board, complaints that an employer or an employee organization has failed to give effect to any provision of an arbitral award, to a decision of an adjudicator, or has contravened certain provisions of the Public Service Staff Relations Act or its regulations, or the Parliamentary Employment and Staff Relations Act or its regulations, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, a breach of the duty of fair representation. Consistent Uses: To support decisions made by the Board concerning complaints of unfair practices. Retention and Disposal Standards: Case files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. PAC Number: 85-013 Related to PR#: SRB OSR 060 TBS Registration: 000774 Bank Number: SRB PCE 703

Consent to Prosecute

Description: This bank contains applications for consent to prosecute, statutory declarations or sworn statements, replies to applications, notice of hearings and decisions rendered by the Board. Class of Individuals: Individuals employed in the federal public service or Parliament who, at the request of the employer, have been or are being considered for prosecution for alleged failure to observe specific sections of the Public Service Staff Relations Act. Purpose: The purpose of this bank is to record, for determination by the Board, applications made for consent of the Board to prosecute persons in the courts for alleged failure to observe any prohibition contained in certain sections of the Public Service Staff Relations Act or the Parliamentary Employment and Staff Relations Act. Consistent Uses: To support decisions made by the Board regarding applications for consent to prosecute. Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are

microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. *PAC Number:* 85-013 *Related to PR#:* SRB OSR 105 *TBS Registration:* 000778 *Bank Number:* SRB PCE 707

Decisions of Safety Officers

Description: This bank contains referrals to the Board of decisions of safety officers concerning the refusal of an employee to work because of an alleged danger. Class of Individuals: Individuals employed in the federal public service who requested that a decision made by a safety officer be referred to the Board. Purpose: The purpose of this bank is to record the determination of the Board with respect to its inquiry into the circumstances of the decision of the safety officer, including the reasons for such a decision. Effective September 30th, 2000, the Public Service Staff Relations Board is no longer collecting this information. Labour Canada under Human Resources Development Canada is now responsible for this section of the Act. Consistent Uses: To support decisions made by the Board, following its inquiry into safety officers' decisions as to whether or not an alleged danger existed. Retention and Disposal Standards: Case files are retained for 10 years after a case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained on microfilm for 30 years, and then transferred to the National Archives of Canada for archival purposes. Related to PR#: SRB OSR 145 TBS Registration: 001880 Bank Number: SRB PCE 710

Determination of Designated Positions

Description: This bank contains lists of positions considered as "designated" positions, notice of hearings, decisions rendered by the Board and lists of "designated" employees. Class of Individuals: Individuals employed in the federal public service who are deemed "designated" employees, that is, having duties considered to be necessary in the interest of the safety and security of the public. Purpose: The purpose of this bank is to record, for determination by the Board, objections by bargaining agents of proposals of the employer to consider certain employees or classes of employees in a bargaining unit as «designated» employees. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public. Consistent Uses: To support decisions made by the Board regarding the determination of federal public service employees as being «designated» employees. Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for

archival purposes. PAC Number: 85-013 Related to PR#: SRB OSR 080 TBS Registration: 000779

Bank Number: SRB PCE 708

Objections to Managerial and Confidential Exclusions

Description: This bank contains submissions from employers to exclude employees from bargaining units, replies to submissions and decisions rendered by the Board. Class of Individuals: Individuals employed in a managerial and/or confidential capacity with the federal public service or with Parliament. Purpose: The purpose of this bank is to record, for determination by the Board, objections by bargaining agents to proposals of the employer to exclude employees from bargaining units on the grounds that they are employed in a managerial and/or confidential capacity. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity. Consistent Uses: To support decisions made by the Board concerning the exclusion of persons from bargaining units. Retention and Disposal Standards: Files are retained for ten years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. Approved exclusions are retained for two years from date of approval and then destroyed. PAC Number: 85-013 Related to PR#: SRB OSR 075 TBS Registration: 000773 Bank Number: SRB PCE 702

References of Grievances to Adjudication

Description: This bank contains Reference to Adjudication forms, copies of grievances, replies by employers at all levels of the grievance process, notice of hearings and/or decisions rendered by the Board. Class of Individuals: Individuals employed in the federal public service and parliamentary employees who have referred grievances to the Board. Purpose: The purpose of this bank is to record, for determination by a Board member adjudicator, grievances concerning alleged violations of provisions of collective agreements and those concerning major disciplinary actions and, effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, termination of employment on grounds other than discipline. Consistent Uses: To support decisions made by the Board concerning adjudicable grievances. Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. PAC Number: 85-013 Related to PR#: SRB OSR 065 TBS Registration: 000772 Bank Number: SRB PCE 701

Requests for Review of Decisions

Description: This bank contains requests to review Board decisions, replies to requests, notice of hearings and decisions rendered by the Board relating to the processing of requests. Class of Individuals: Individuals employed in the federal public service or Parliament who have filed with the Board a request to review. amend, alter or vary any decision made by the Board. Purpose: The purpose of this bank is to record, for determination by the Board, applications made pursuant to section 27 of the Public Service Staff Relations Act or section 17 of the Parliamentary Employment and Staff Relations Act for the Board to review, rescind, amend, alter or vary any decision or order made by it. Consistent Uses: To support decisions made by the Board concerning requests to review decisions. Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. PAC Number: 85-013 Related to PR#: SRB OSR 050 TBS Registration: 000777 Bank Number: SRB PCE 706

Revocation of Certification of Bargaining Agents

Description: This bank contains applications for revocation of certification, replies to applications, notice of hearings and decisions rendered by the Board. Class of Individuals: Individuals employed in the federal public service or Parliament, who are considered part of a bargaining unit and who have forwarded applications to the Board for the revocation of certification of bargaining agents. Purpose: The purpose of this bank is to record, for determination by the Board, applications made by persons under section 42 of the Public Service Staff Relations Act or section 29 of the Parliamentary Employment and Staff Relations Act for a declaration that the bargaining agent no longer represents a majority of employees in a particular bargaining unit. Consistent Uses: To support decisions of the Board concerning applications for revocation of certification of bargaining agents. Retention and Disposal Standards: Case files are retained for 10 years after case is closed. Copies of Board decisions are microfilmed three years after decisions are rendered. They are retained for 30 years and then transferred to the National Archives of Canada for archival purposes. PAC Number: 85-013 Related to PR#: SRB OSR 025 TBS Registration: 000775

Particular Banks

Bank Number: SRB PCE 704

Appointment of Arbitrators and Adjudicators Description: This bank contains information relating to the appointment of individuals as arbitrators and adjudicators to the Board. Class of Individuals: Past and present arbitrators appointed by the Board and adjudicators appointed by Order-in-Council. Purpose: The purpose of this bank is to retain information on the appointment of individuals as arbitrators or adjudicators. *Consistent Uses:* This bank is used to record and provide information on appointees. *Retention and Disposal Standards:* Records are retained for 25 years. *Related to PR#:* SRB OSR 155 *TBS Registration:* 002186 *Bank Number:* SRB PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Public Works and Government Services Canada

Chapter 121

Central Banks

Crown Housing Records

Description: This bank contains information relating to federal employees occupying or waiting to occupy Crown-owned or administered housing. Class of Individuals: Federal employees. Purpose: Information in this bank is used for the administration of federal living accommodation. Retention and Disposal Standards: This information is maintained for five years in the case of housing requirements and three years after termination in the case of specific occupancy records. PAC Number: 79-008 Related to PR#: PWC PWC 040 TBS Registration: 000713 Bank Number: PWGSC PCE 701

Insurance Application Cards

Description: This bank contains the locations, pay list numbers, dates of birth, coverage desired, superannuation numbers and names of dependents insured, for all federal government employees and pensioners who are members of the various plans. Cards are maintained only for optional participants of Disability Insurance. Class of Individuals: All employees of the federal government and pensioners who are members of the various plans. Purpose: To provide coverage, verify eligibility and support claims under the Public Service Health Care Plan, the Public Service Management Insurance Plan, the Disability Insurance Plan and the Post-Retirement Life Insurance Plan. DND data held in DND PPE 859 Pension file. RCMP data held in CMP PPE 802 RCMP member

service records. *Retention and Disposal Standards:* Records are destroyed one year after death of employee. *PAC Number:* 86-001 *TBS Registration:* 001375 *Bank Number:* PWGSC PCE 703

Public Service Pay Systems

Description: This bank contains information on pay, pension plan, allowances and deductions necessary for the disbursement of pay for federal government employees and pensioners. This bank also includes the personnel record identification number as well as contract numbers for effecting various deductions. The bank may also include garnishee orders or orders of attachment and orders for diversion of funds. Class of Individuals: Federal public servants. Purpose: The purpose of this bank is to make payment of salaries and allowances and to effect retention of deductions. The social insurance number is mandatory for identification purposes as required by the Income Tax Act and Regulations, by parts of the Canada Pension Plan, and the Employment Insurance Act. Consistent Uses: Information enables the audit. reconciliation and validation of accounts. It is also used for reports, and in the verification of pay cheques and related statements, in the recovery of debts due the Crown and in the preparation of statistical reports and information sheets for related systems. Retention and Disposal Standards: Records for employees are destroyed when the employee has reached 70 years of age or one year after the employee's death. Related to PR#: SSC ROD 090 TBS Registration: 002596 Bank Number: PWGSC PCE 705

Public Service Pensions Data Bank

Description: This bank is composed of automated and manual files containing instruments of appointment. the vital statistics, documents, elections, notices, calculations, correspondence, service records. geographic locations, pension benefits, Supplementary Death Benefit (SDB) coverage and beneficiary documentation, insurance information, and data on the service deductions and recent payments issued for pensioners under the Public Service Superannuation Act and the Supplementary Retirement Benefits Act. for annuitants under old pension acts and for their survivors. Class of Individuals: Federal public servants and former federal public servants and their survivors under the Public Service Superannuation Act and annuitants under old pension acts. Purpose: To assess eligibility to contribute, to calculate cost of prior service, to store employment records, to calculate retirement and survivor pensions, to respond to enquiries, to issue pension payments, to inform recipients of changed pension entitlements or deductions, to collect financial information as evidence of financial hardship in order to adjust repayment scheme, to deduct and remit deductions and premiums to Revenue Canada, Revenue Quebec, underwriters, etc., to support mailing activities for insurances, Canada Savings Bonds, United Way, policy changes (equalization payments), medicare rebates, annual notice of pension increases and tax changes, etc., FSNA (pensioner associations), to determine dental plan eligibility, to determine SDB beneficiary and for statistical purposes. Consistent Uses: The information contained in this bank may be used for statistical research purposes, for employee benefit statements, for verifications of pension coverage with DND PPE 859 Pension file, RCMP PPE 802 RCMP Member Service Records and NHW PPU 155 Canada Pension Plan Computer Master Data bank, and Quebec Pension Plan, and for planning, implementing and evaluating government personnel policies relating to pensions and superannuation. Retention and Disposal Standards: Records are destroyed two years after all actions are completed. Processing tapes are reused within one year. PAC Number: 86-001 TBS Registration: 001374 Bank Number: PWGSC PCE 702

Particular Banks

Appointments - Crown Corporations

Description: This bank contains the names, rank, appointment and expiry dates of Crown Corporations' Board of Directors within the Minister's portfolio. Class of Individuals: Members of the Board of Directors of Crown Corporations. Purpose: Information is used by the Minister and the Deputy Minister to appoint Board Members. Consistent Uses: This information is mostly used by the Minister and the Deputy Minister to appoint Board Members. Retention and Disposal Standards: Information will be retained up to two years after the

departure of the Board Member. Related to PR#: PWGSC CIG 005 TBS Registration: 004014 Bank Number: PWGSC PPF 825

Competency Profile Assessment

Description: This bank describes an assessment in terms of knowledge, skills and abilities (business competencies) which are valued by the Department's sectors, lists them beside the appropriate training and development courses and then associates them with each employee's needs in their present position as well as for career development. This information is then captured in a learning plan for each employee. Class of Individuals: Employees working for the Departments. Purpose: The purpose of this bank is to maintain and identify information training needs of each employe and the supervisor retarding the training and development acitivirties, in terms of training priorities, allocation of training time and costs. Retention and Disposal Standards: Records are retained for two years from the last administrative activity. TBS Registration: 004243 Bank Number: PWGSC PPE 835

Employee Takeover Initiative

Description: This bank contains confidential personal information on employees who have submitted an Expression of Interest to the Deputy Minister of Public Works and Government Services Canada. The bank contains names, addresses, place of work and responses prepared to these individuals. It also contains responses to inquiries on the Employee Takeovers. Class of Individuals: Public Works and Governments Services Canada Employees. Purpose: This bank exists to provide for the maintenance of an inventory of employees who have applied for Employee Takeovers within Public Works and Government Services Canada, Consistent Uses: This information is mostly used by the Deputy Minister and employees of the Corporate Implementation Group of PWGSC. Retention and Disposal Standards: This information will be retained for the duration of the Government policy on Employee Takeovers, a minimum of two years. Related to PR#: PWGSC CIG 005 TBS Registration: 004013 Bank Number: PWGSC PPE 820

Parking

Description: Information held in this Bank includes employee name, address, telephone number, paylist number, Personal Record Identifier (PRI) number, car, make and model and license plate number. Class of Individuals: Federal employees Purpose: The information is gathered from employees wishing to apply for PWGSC parking. Consistent Uses: Information is required to commence, end or amend parking payroll deductions. Retention and Disposal Standards: Retained for three years following the employee cancelling or relinquishing parking privleges. Contact: Manager, Operations Support, Real Property Services Branch. TBS Registration: 003745 Bank Number: PWGSC PPE 810

Special Audit Investigation Records

Description: Information in this bank is a record of special audits commissioned by the Deputy Minister relating to activities of employees who have been questioned. It also contains the names of employees being investigated and the results of the investigation. Class of Individuals: Employees being investigated. Purpose: This bank is used to inform the Deputy Minister and the RCMP of suspected criminal activity. Consistent Uses: Information in this bank may be shared with the RCMP. Retention and Disposal Standards: Information is maintained for six years. TBS Registration: 000714 Bank Number: PWGSC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Workplace Day Care

Quebec Port Authority

Chapter 122

The Quebec Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential

amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Royal Canadian Mint

Chapter 123

Particular Banks

Attendance and Leave

Description: This bank contains absence reports and leave applications, all of which include correspondence about the individual's attendance and leave. The annual record of attendance and leave is attached to the Employee Personnel Record. Some attendance and leave information exists in automated form in institutional personnel databases, especially in time/attendance, leave control and absenteeism systems. Class of Individuals: Employees of the RCM. Purpose: The purpose of this bank is to support administration of employee attendance and leave within the RCM. Consistent Uses: To record attendance and authorize leave. The information is also used to support decisions on pay and benefits, such as those concerning leave and termination of employment,

and to evaluate use of leave and rates of absenteeism. Retention and Disposal Standards: Records are destroyed two years after the expiry of the fiscal year. TBS Registration: 002266 Bank Number: RCM PPE 805

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning real, potential and apparent conflict of interest situations; and investigation reports and correspondence about apparent, potential and actual employee conflicts between the private interests or holdings of employees and their official duties. In addition, the bank contains information relating to post-employment situations which are not in the public or the Mint's interest. **Class of Individuals:** This information relates to Mint employees. **Purpose:** The purpose of this bank is to maintain information about

apparent, potential and actual conflict of interest situations for employees of the Mint. *Consistent Uses:* To record apparent and potential conflicts of interest and post-employment concerns and to resolve any conflicts. *Retention and Disposal Standards:* Two years after the apparent or potential conflict of interest no longer exists or the actual conflict of interest has been resolved, the records are destroyed. *TBS Registration:* 003360 *Bank Number:* RCM PPE 802

Discipline

Description: This bank contains notices of disciplinary action and correspondence about employee misconduct; testimony by witnesses; legal opinions; investigations of possible misconduct and analysis reports of these investigations. It is important to note that notices of disciplinary action may be attached to the Employee Personnel Record. Class of Individuals: Employees of the RCM. Purpose: The purpose of this bank is to maintain information used in disciplinary actions in the RCM and to determine the need for and nature of disciplinary actions. Consistent Uses: This information is used to support decisions on pay and benefits: attendance and leave: transfer, demotion and termination of employment. Retention and Disposal Standards: The retention period for notices of disciplinary action, including notices attached to the Employee Personnel Record, is that specified in applicable collective agreements or, where no such agreement exists, two years following the date of disciplinary action, provided no further disciplinary action has been recorded. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation concerning the action is immediately destroyed. TBS Registration: 002269 Bank Number: RCM PPE 808

Employment Equity Program

Description: The bank contains personal information on employees such as education, work history and career aspirations, training and development, which is collected by means of questionnaires and/or interviews or compiled from employees' files or automated data systems. Respondents are asked to identify whether they are male or female; whether they are an aboriginal person, if they have a continuing or permanent physical disability, or form part of a visible minority. Class of Individuals: The information relates to employees of the RCM. Purpose: This bank provides documentation for the implementation of the employment equity policy at the Mint. Data is collected to provide a comprehensive picture of employees by sex and by target group status (e.g. women, aboriginal peoples and physically or mentally disabled persons), and, in some instances, by visible minority. Consistent Uses: This information is used to compile a personnel profile of employees and to compare the situation of target group members with non-target group members within the Mint and with their counterparts in the general labour market. The information gathered will be

used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce temporary special measures to ensure that target groups participate in and are equitably represented in the Mint. It may also be used for policy and planning purposes related to employment equity. *Retention and Disposal Standards:* The disposal criteria for this bank are to be established. *TBS Registration:* 003361 *Bank Number:* RCM PPE 803

Grievances

Description: This bank contains presentations by employees and bargaining unit representatives; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; job descriptions in regard to classification grievances, and correspondence about grievances. Class of Individuals: Employees of the RCM. Purpose: The purpose of this bank is to record information used through all levels of the grievance procedure. Consistent Uses: Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels of the grievance procedure. Retention and Disposal Standards: Three years following date of resolution the records are destroyed. TBS Registration: 002268 Bank Number: RCM PPE 807

Labour Time Reporting – Computerized Employee Master File

Description: Information in this bank includes employee number, name, SIN, position, date of birth, start date, termination date, location, language, as well as accumulated worked days, vacation days and sick leave. Class of Individuals: Employees of the RCM. Purpose: The purpose of this bank is to update and report labour costs applicable to product costing and related personnel information. Consistent Uses: This information is used to provide gross pay data incurred by productive cost centres; gross labour expense transactions; to generate pay input data for the Royal Bank payroll system and to maintain permanent employee data. Retention and Disposal Standards: The information is retained for two years. Termination of this bank is indefinite. TBS Registration: 003362 Bank Number: RCM PPE 801

Official Languages

Description: This bank contains course enrolment and attendance information; language training applications containing basic personal data, such as first official language, date of birth, and social insurance number for purposes of identification; language knowledge examination scores; training certificates and correspondence about the official languages qualifications of employees. Language examination, exemption and training records are attached to the Employee Personnel Record. Class of Individuals: Employees of the RCM. Purpose: The purpose of this

bank is to provide documentation for administration of official languages policies as they pertain to employees of the federal public service and Crown corporations, to document and support decisions pertaining to official languages qualifications and language testing and to document the training needs and accomplishments of employees. *Consistent Uses:* The information is used to support and document decisions concerning individual employees on staffing, transfers and promotions; and to aid in determining the linguistic status of employees and auditing of the administration of official languages programs. *Retention and Disposal Standards:* Two years after last documentation the records are destroyed. *TBS Registration:* 002267 *Bank Number:* RCM PPE 806

Performance Reviews and Employee Appraisals Description: This bank contains appraisals, reports and correspondence concerning an employee's work performance in terms of skill, abilities, accomplishments and interests. Class of Individuals: Employees of the RCM. Purpose: The purpose of this bank is to maintain information regarding the level of performance of individual employees within the RCM, and to determine the level of performance of individual employees, including the identification of training and development needs, approval of performance pay and annual increments, retention of employees, and terminations. Consistent Uses: This information is used to support decisions regarding promotions, transfers, demotion, discipline and termination of employment. Retention and Disposal Standards: Records are destroyed after three years. TBS Registration: 002270 Bank Number: RCM PPE 809

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; staffing grievances documents; rating board assessments; including evaluation notes from staffing boards; examinations papers and test results; eligibility lists; offers of

employment: notices to candidates; and correspondence concerning staffing. Records in the bank contain a variety of personal information which may include age. sex, education levels and social insurance number. (N.B. Notations of staffing decisions may also appear in the Emp loyee Personnel Record.) Class of Individuals: Employees of the RCM and job applicants who are members of the general public. Purpose: This bank provides a record of the information used in staffing positions in the Royal Canadian Mint. Consistent Uses: To select candidates, staff positions and set up inventories of applicants for future reference. The information is also used in the course of grievance procedures relating to appointments and promotions. When requesting access, competition number, where applicable, should be quoted. Retention and Disposal Standards: The records are retained for two years after a staffing action is concluded, or two years after any other administration action, at which time the records are destroyed. TBS Registration: 002265 Bank Number: RCM PPE 804

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Assistance

Employee Personnel Record

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Parking

Pay and Benefits

Security Clearances

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Royal Canadian Mounted Police

Chapter 124

Particular Banks

Auxiliary Police

Description: This bank contains personal information on individuals who have served in the RCMP as auxiliary police. Information relates to engagement, service, and severance of auxiliary police constables attached to or serving with the RCMP. Activity reports and appraisals as well as security clearance information

may also be included. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. *Class of Individuals:* Individuals

who have applied for and served as auxiliary police. Purpose: Compiled in the employment process of applicants for auxiliary police. Consistent Uses: This bank is used to make decisions concerning continued service with the RCMP. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/ Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records) and the Kit and Clothing System. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. PAC Number: 69-164 Related to PR#: CMP CMP 918 TBS Registration: 001021 Bank Number: CMP PPE 809

Employment Equity Program

Description: This bank contains personal information on regular and civilian members, special constable members, and applicants to the RCMP for the purpose of determining the level of participation of visible minority groups in accordance with subsection 16(1) of the Canadian Human Rights Act (special program). Information includes whether a member or applicant is aboriginal, caucasian or non-caucasian; ethnicity, disability, if any. Information described in the employment equity program will be held at RCMP headquarters in Ottawa and is restricted to those dealing with employment equity programs. In addition to the requirements indicated on the Personal Information Request Form, members are asked to provide their full name and regimental number. RCMP applicants must provide their full name only. Class of Individuals: Regular, civilian and special constable members, and applicants to the RCMP. Purpose: Data is collected to provide a comprehensive picture of members by target group status (e.g., aboriginal people, handicapped persons) and members of visible minority groups. This information is used to compile a personnel profile of members and applicants in order to identify the participation rates of target group members as compared with non-target group members, and to set objectives for visible minority participation within the RCMP, under the authority of the employment equity Act. Consistent Uses: The information gathered will be used for institutional purposes in the government's employment equity program to identify and eliminate systemic discrimination in employment and to introduce measures to ensure that target groups participate, and are equitably represented, in the RCMP. It may be used for policy and planning purposes related to employment equity. This information may also be matched with

the following information banks: CMP PPU 070 -(Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records): CMP PPE 803 — (RCMP Member Transfer/ Promotion Board Proceedings/Staffing Action Files/ Officer, Candidates Assessment Board Proceedings): CMP PPE 804 — (RCMP Member Grievance Records): CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Information in this bank may be maintained in hard copy files as well as automated format such as PARADE (Personnel Administration Research And Development). Records are retained for a minimum of three calendar years after the date of last correspondence. PAC Number: 86-001 TBS Registration: 002103 Bank Number: CMP PPE 818

Medical Records of RCMP Members and Other Persons Applying to Serve in Foreign Policing Responsibilities

Description: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular members, special constable members, or civilian members and other persons involved in foreign policing responsibilities. Information in this bank provides an overview of the member's medical history while employed by the RCMP or after being discharged where the member continues to receive medical treatment at public expense and also contains records of persons utilized in foreign policing responsibilities. Medical records contain correspondence, reports and forms dealing with hospitalization, surgery, medical and dental services, psychiatric and/or psychological testing, physical fitness testing and results, services under the Member Assistance Program and treatment provided to members; their medical categories, and reports dealing with injuries and medical conditions incurred during service. It may also contain information on the medical condition of members' immediate families or immediate relatives. The social insurance number may also be included on medical records/documents received from the Department of National Defence Canadian Forces Medical Services on members who have received medical treatment/services from that department. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental, public service or badge number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Medical information may also be included in

the Personal Information Index under the Department of Veteran Affairs. Class of Individuals: Serving and former regular members, special constable members and civilian members of the RCMP and their immediate families or immediate relatives and persons who applied and/or served in foreign policing responsibilities. Purpose: To assess suitability to perform duties as a member of the RCMP and make recommendations for posting, promotion and continued service of regular members, special Constable Members and civilian members where their mental or physical condition is a determining factor: entitlement to sick leave; and eligibility for insurance coverage. They provide a composite record of physical/mental conditions, injuries and treatment that might not otherwise be available to medical and dental practitioners because of the mobility of RCMP members; to support applications for disability benefits in respect of injury or death during service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5; may be also used for research, planning, evaluation and statistical analysis. Information on families or relatives is used to determine suitability for posting in certain geographic areas when they accompany the member and/or compassionate postings based on medical grounds. Medical information will be used to determine suitability to serve in foreign policing responsibilities. While the social insurance number is not required by and/or used by the RCMP, the Canadian Forces Medical Services require it for patient identification and accounting purposes. Consistent Uses: Medical files are used by the OIC National Health Services Policy Centre (NHSPC) or the Regional or Divisional Health Services Personnel (R-DHSP) to assess members' suitability to perform various duties, including service in foreign policing responsibilities; make recommendations for posting, promotion and continued service of members where their physical or mental condition is a determining factor; determine entitlement to treatment and sick leave benefits; eligibility for insurance coverage: determine eligibility for a disability pension awarded by Canadian Pension Commission (Reference: RCMP Superannuation Act, section 27, RCMP Pension Continuation Act, section 5) and to determine suitability for posting when medical condition is a consideration. Information may be disclosed to a commanding officer or appropriate officer where, in the opinion of the R-DHSP or the NHSPC exceptional circumstances exist or where the safety of the public or co-workers may be jeopardized, to medical practitioners for continuity of treatment, to physicians and psychologists appointed as a Medical Board and to the administrator of the dental program. This information may also be used for research, planning, evaluation and statistical analysis and may be used for linking with the following system: RCMP PARADE, FARS and HSIS: All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Records are retained at least until file

subject reaches 100 years of age. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed.
PAC Number: 69-164 Related to PR#: CMP CMP 922 TBS Registration: 001020 Bank Number: CMP PPE 808

Personnel Files on Municipal Employees Serving the RCMP

Description: The bank contains personal information on municipal employees who are working or who have worked for the RCMP under contractual agreement with the municipality concerned. Information in this bank provides a chronological overview of the individual's service in the RCMP, i.e.: personal history forms for employment, security screening data, starting salary, pay certificates, requests for raises or increments, sick and leave records, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served to retrieve information of interest. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. Class of Individuals: Individuals who have applied for and served the RCMP as municipal employees. Purpose: Compiled in the employment process of applicants. The social insurance number is collected for the purpose of maintaining financial employment records. Consistent Uses: This bank is used to make decisions on hiring and continued service. This information may be matched with the following information banks: CMP PPU 065 (Security/Reliability Screening Records); CMP PPE 807 (RCMP General Administrative Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Records within this bank are retained for a minimum of two calendar years following termination of employment. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. PAC Number: 69-164 Related to PR#: CMP CMP 918 TBS Registration: 001023 Bank Number: CMP PPE 811

Police Casuals/Temporary Civilian Employees
Description: This bank contains personal information
on individuals who are currently or who have served in
the RCMP as police casuals. Information in this bank
provides a chronological overview of the individual's
service in the RCMP and contains application forms for

employment, security screening data, salary information, assessments and memoranda outlining the reasons for termination of employment. The social insurance number is collected pursuant to the Financial Administration Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth, type of work and location where they have served, to retrieve information. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only certain information should identify the material desired to expedite the processing of their requests. Class of Individuals: Individuals who have applied for and served as police casuals/temporary civilian employees. Purpose: Compiled in the employment process of applicants for police casual/ temporary civilian employees. The social insurance number is collected for the purpose of maintaining financial employment records. Consistent Uses: This bank is used to make decisions on hiring, pay, postings and continued service. This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following personal information banks: CMP PPU 065 (Security/ Reliability Screening Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and then, they are subsequently transferred to the National Archives of Canada, National Personnel Records Centre for retention until the subject of the file reaches the age of 70 years. PAC Number: 69-164 Related to PR#: CMP CMP 918 TBS Registration: 001022 Bank Number: CMP PPE 810

RCMP General Administrative Records

Description: This bank contains records and related correspondence on the acquisition, issue and disposition of RCMP uniforms and equipment, service revolver registrations, identification cards, building passes and parking permits. This bank also contains information relative to other miscellaneous matters where some benefit or privilege may be granted or refused by the RCMP. Because of the nature of general administrative records, information within this bank is not always carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their original contact with the RCMP including the approximate date, geographic location, regimental number and nature of benefit or privilege involved. Serving members must indicate the location of the material they wish to access. Class of Individuals: This bank contains personal information on individuals who are or have been employed by the RCMP under a contract of services or a contract for services. Purpose: This information is used for the internal administration

of the RCMP. Consistent Uses: This information is also used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: RCMP Member's Pay Records (CMP PPE 806), clothing and kit System and RCMP Parade System as a locator, All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: These records are retained for a minimum of two calendar years after the date of last correspondence. In the case of Kit and Clothing, the records are retained for twelve months after the transaction took place and retained on backup tape for an additional four years. after which it is disposed of. Where the record has been designated as having archival or historical value. the record shall be transferred to the control of the National Archives of Canada: and where the record has not been so designated, it shall be destroyed. PAC Number: 78-001 Related to PR#: CMP CMP 918 TBS Registration: 001019 Bank Number: CMP PPE 807

RCMP Member Conflict of Interest and Post Employment Code

Description: The bank will contain documents indicating that a member has requested permission as per Commissioner's Standing Orders to participate in an outside activity. Also included are investigations reports and correspondence dealing about potential and actual conflicts between the private interest of a member and the member's official duties and responsibilities. Class of Individuals: All members of the RCMP. Purpose: The purpose of this bank is to identify potential and actual conflict of interest situations for members of the RCMP, to record potential conflicts of interest. Consistent Uses: The information is used to resolve situations of potential and actual conflicts of interest and to support decisions on transfers, discipline and termination of employment, if conflict of interest exists. It also enables designated officials to determine whether a former member to whom post employment compliance measures apply is in compliance. This has an impact on a current member's ability to deal with the former member. This information may also be matched with the following information banks: CMP PPU 070 -(Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Transfer/ Promotion Board Proceedings/Staffing Action Files/ Officer, Candidates Assessment Board Proceedings); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 -(RCMP Member's Pay Records); CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Records are retained by the RCMP for the

duration of employment plus two years, after which time records are destroyed. *PAC Number:* 86-001 *TBS Registration:* 002102 *Bank Number:* CMP PPE 815

RCMP Member Discipline and Quashed Discipline Records

Description: This bank contains personal information on regular and civilian members as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. Discipline and quashed discipline files can contain the following service investigation and Code of Conduct (Part IV) investigations reports which warrant disciplinary action being taken: cautionings, warnings, service court and adjudication board proceedings, formal and informal disciplinary action, appeals, boards and related correspondence: suspensions; quashed rulings; records relating to statutory offenses by members including investigations dealing with complaints from the public which have resulted in discipline against a member may be located in bank CMP PPU 085; court decisions and appeals; correspondence concerning alleged misconduct: compulsory discharge material resulting from misconduct and criminal offenses including boards, hearings and decisions. Compulsory discharge material for reasons other than misconduct and criminal offenses may be located in Bank CMP PPE 801, RCMP Member Personnel Records or CMP PPE 802 — RCMP Member Service Records. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS). Class of Individuals: Regular and civilian members, as well as special constable members, who are currently or who have served in the RCMP and who have been the subject of disciplinary action or misconduct. Purpose: This bank is used to make decisions concerning suspensions, cautionings, warnings, service court punishments, adjudication board sanctions, formal and informal disciplinary action, fines, shortcomings, discharges, demotions, postings, promotions, continued service, appeals, civil actions, criminal actions, investigations, eligibility for medical treatment and pensions. Consistent Uses: The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to inquire into grievances and investigate complaints against the RCMP or its members. Disciplinary measures taken against a member following a complaint of harassment may be disclosed to the complainant in the case of a founded complaint. This information may also be used for research, planning, evaluation and statistical purposes and may be

matched with the following information banks: CMP PPU 070 - (Applicants' Records); CMP PPU 090 (Honours and Awards); CMP PPE 801 - (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 806 - (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code); and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: These files are retained by the RCMP at least until the subject of the file reaches the age of 70 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. PAC Number: 69-164 Related to PR#: CMP CMP 926 TBS Registration: 001017 Bank Number: CMP PPE 805

RCMP Member Grievance Records

Description: This bank contains information, forwarding comments and final decisions resulting from formal grievances submitted by regular and civilian members as well as special constable members of the RCMP. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the RCMP Office Support System (ROSS). Class of Individuals: This bank contains information on regular and civilian members who have submitted formal grievances relating to some aspect of their service with the RCMP. Purpose: This information is used by the RCMP in resolving grievances and appeals which are submitted under Part III of the RCMP Act or under an alternative process of redress allowed by that part. Consistent Uses: This information may also be used for research, training, planning, evaluation and statistical purposes and by the RCMP External Review Committee to inquire into grievances. This information may be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 802 — (RCMP Member Service Records): CMP PPE 803 — (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 - (RCMP Member Conflict of Interest and Post Employment

Code) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. *Retention and Disposal Standards:* Files in this bank are destroyed five years after the grievance is concluded. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. *PAC Number:* 69-164 *Related to PR#:* CMP CMP 926 *TBS Registration:* 001016 *Bank Number:* CMP PPE 804

RCMP Member Personnel Records

Description: Information in this bank provides an overview of the member's service. The file contains such material as basic recruit training results (LAN computer system), training assessments, recommendations for promotion and transfer, personal interview reports and appraisal reports, PARADE personal record (form 816), information pertaining to personnel gathered during the Officer candidate program, guidance and advice, outstanding debts, compassionate transfers. commendations, awards, notification of shortcomings and related documents, language results, linguistic profiles. Also contained in this bank is compulsory discharge/demotion material in the case where a member of the RCMP is discharged/demoted for unsatisfactory job performance. Training assessments may also be maintained in bank CMP PPU 080. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. As well, supplementary files are also retained at Headquarters and divisions on individuals who have successfully completed an undercover course and have been given by Headquarters an Operator's number. If you wish to access these records, advise as to whether you were trained as an undercover operator and/or given an operator number. Also indicate in which Division/Unit the records are retained. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Official languages Information System (OLIS), the RCMP Office Support System (ROSS). Class of Individuals: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. Purpose: The bank is used to make decisions on promotion, postings and continued service. Consistent Uses: This information may also be used for research, planning, evaluation and statistical analysis and may be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 802 — (RCMP Member Service Records); CMP PPE 803 — (RCMP Member Transfer/

Promotion Board Proceedings/Staffing Action Files/Officer. Candidates Assessment Board Proceedings): CMP PPE 804 — (RCMP Member Grievance Records): CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: These files are retained by the RCMP at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada: and where the record has not been so designated, it shall be destroyed. PAC Number: 69-164 Related to PR#: CMP CMP 918 TBS Registration: 001013 Bank Number: CMP PPE 801

RCMP Member Service Records

Description: Information in this bank provides a chronological overview of the member's service. The file contains such things as application and engagement documents, transfer and change notices, personal certificates, insurance coverage, statements of injuries and disabilities by members and witnesses, pensions and discharge documents, warrants of appointment, Certificate of Security Clearance as well as the social insurance number, obtained under the authority of federal legislation to administer the Canada Pension Plan, the Unemployment Insurance Act, and the Income Tax Act. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Class of Individuals: This bank contains personal information on individuals who are currently or who have served in the RCMP as regular, civilian, reserve or special constable members. Purpose: This information, including social insurance numbers, is used for the internal administration of the RCMP and its benefit program. Consistent Uses: This information may be used for research, planning, evaluation and statistical purposes. CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records); CMP PPE 803 — (RCMP Member Transfer/Promotion Board Proceedings/ Staffing Action Files/Officer, Candidates Assessment Board Proceedings); CMP PPE 804 — (RCMP Member Grievance Records); CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 — (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans

are in compliance with the provisions of the Privacy Act. Information is supplied to the Department of Supply and Services to provide and account for pension funds and specified insurance claims, records of which are maintained in personal information banks under the Department of Supply and Services. It may also be used to support applications for disability benefits in respect of injury or death on service under the RCMP Superannuation Act, section 27, or under the RCMP Pension Continuation Act, section 5. Assessments and evaluations concerning pensions for disability or death are maintained in personal information banks under the Department of Veterans Affairs and must be accessed through that department. Retention and Disposal Standards: Information in this bank is retained at least until the subject of the file reaches the age of 100 years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada: and where the record has not been so designated, it shall be destroyed. PAC Number: 69-164 Related to PR#: CMP CMP 918 TBS Registration: 001014 Bank Number: CMP PPE 802

RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings Description: This bank contains career resumes, performance indicators, recommendations of Transfer/Promotion Boards or assessment boards, results of promotional exams and promotional boards interviews, data on positions being staffed, personnel selection comparison charts and job descriptions. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate their division. The following information concerning the position for which staffing action was taken is also required: division/directorate, function, year and if possible, unit. For officer candidates, the date of the Officer Candidate Assessment Board must be provided. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as "The test information bank". Class of Individuals: Information in this category is maintained on all constables, non-commissioned officers, special constables, special constable members and civilian members who wrote the promotional exams and/or appeared before a Promotional Board or who have been considered for lateral or promotional transfers by Transfer/Promotion Boards or who have appeared before Officer Candidate Assessment Boards for commissioned rank and all officers, civilian members and special constables, special constable members or officer equivalent who have been considered for promotion by the Commissioner or his delegate. Purpose: This information is used to select candidates for promotion and appointment to commissioned rank and staff

positions in review of Grievances arising from these actions. Consistent Uses: This information may also be used for research, planning, evaluation and statistical purposes and may be matched with the following information banks: CMP PPU 070 — (Applicants' Records); CMP PPU 090 — (Honours and Awards); CMP PPE 801 — (RCMP Member Personnel Records): CMP PPE 802 — (RCMP Member Service Records); CMP PPE 804 — (RCMP Member Grievance Records): CMP PPE 805 — (RCMP Member Discipline and Quashed Discipline Records): CMP PPE 806 — (RCMP Member's Pay Records); CMP PPE 815 --- (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 — (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Records in this category are maintained for a minimum of five years after the date of the last correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. PAC Number: 69-164 Related to PR#: CMP CMP 920 TBS Registration: 001015 Bank Number: CMP PPE 803

RCMP Member's Pay Records

Description: Information in this bank provides a chronological overview of the member's pay, allowances, overtime, deductions, Benefit Trust Fund requests records and related matters, including correspondence with the ministry of Public Works and Government Service Canada which operates the service payroll system. The social insurance number is used and therefore recorded in this bank as requested by Revenue Canada. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Serving members must indicate the location of the material they wish to access. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated forms such as the Living Accomodation Charges Directives System (LACDS). Class of Individuals: This bank contains personal information on individuals who are currently or who have served in the RCMP as employees other than Public Service employees. Purpose: This information is used for the internal administration of the RCMP and its benefit program. A mailing list is maintained in conjunction with Public Works and Government Services Canada for pension purposes. The social insurance number is used in the reporting of earnings and deductions on T-4 and Slip 1 forms. This data is eventually passed on to Health and Welfare Canada for the administration of the Canada Pension Plan. Consistent Uses: This information is also used for auditing, research, planning, evaluation and statistical analysis and may be matched with the following

information banks: RCMP Member Grievance Records (CMP PPE 804): RCMP Member Personnel Records (CMP PPE 801); RCMP Member Service Records (CMP PPE 802); Zyindex a retrieval system used to store data regarding previous incidents of relocation and travel requests. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Pay records are retained by the RCMP at least until the subject of the file reaches the age of 70 years. The Benefit Trust Fund requests records are retained by the RCMP for six fiscal years after final payment and for two fiscal years if the request is not approved. The relocation records are retained by the RCMP for a period of four years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. PAC Number: 78-001 Related to PR#: CMP CMP 925 TBS Registration: 001018 Bank Number: CMP PPE 806

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Royal Canadian Mounted Police External Review Committee

Chapter 125

Particular Banks

RCMP Member Discharge and Demotion References

Description: This bank contains information on discharge and demotion of RCMP members where such process has been referred to the RCMP External Review Committee. Compulsory discharge material for misconduct and criminal offences may be located in ERC PPE 803 "RCMP Member Formal Discipline References". In addition to the requirements indicated on the Personnel Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Class of Individuals: Members of the RCMP who have been subject to discharge or demotion proceedings which have been referred to the RCMP External Review Committee. Purpose: The information is used by the RCMP External Review Committee in dealing with discharge or demotion cases referred to the Committee pursuant

to the RCMP Act. Consistent Uses: The information

may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. *Retention and Disposal Standards:* These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting discharge and demotion case files meeting specific criteria. *TBS Registration:* 002874 *Bank Number:* ERC PPE 801

RCMP Member Discipline References

Description: This bank contains information on the formal discipline of RCMP members where such discipline has been referred to the RCMP External Review Committee pursuant to the RCMP Act.

The information can include the following reports: cautionings, reprimands, adjudication board proceedings, appeals, boards and related correspondence; suspensions, quashed rulings, court decisions, correspondence concerning alleged misconduct, compulsory discharge material resulting from misconduct and criminal offences including boards, hearings and decisions. In addition to the

requirements indicated on the Personal Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Class of Individuals: Members of the RCMP who have been the subject of formal disciplinary proceedings which have been referred to the RCMP External Review Committee, Purpose: The information is used by the RCMP External Review Committee in dealing with formal discipline cases referred to the Committee pursuant to the RCMP Act. Consistent Uses: The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act. Retention and Disposal Standards: These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting discipline case files meeting specific criteria. TBS Registration: 002876 Bank Number: ERC PPE 803

RCMP Member Grievance References

Description: This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the RCMP and referred to the RCMP External Review Committee. In addition to the requirements indicated on the Personal Information Request Form individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Class of Individuals: Members of the RCMP who have submitted grievances which have been referred to the RCMP External Review Committee. Purpose: The information is used by the RCMP External Review Committee in dealing with grievances referred to the Committee pursuant to the RCMP Act. Consistent Uses: The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of

precedents, and in the preparation of reports pursuant to the RCMP Act. *Retention and Disposal Standards:* These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting grievance case files meeting specific criteria. *TBS Registration:* 002875 *Bank Number:* ERC PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Saguenay Port Authority

Chapter 126

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Employee Personnel Record

Identification and Building-Pass Cards

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Sahtu Land and Water Board

Chapter 127

Note: the Sahtu Land and Water Board is subject to the Privacy and Access to Information Acts.

Sahtu Land Use Planning Board

Chapter 128

Note: the Sahtu Land Use Planning Board is subject to the Privacy and Access to Information Acts.

Saint John Port Authority

Chapter 129

Note: The Saint John Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Standard Banks

Please see the INTRODUCTION to this publication for the definition of the Standard Banks and a description of their content.

Attendance and Leave

Conflict of Interest and Post Employment Conduct

Employee Assistance

Employee Personnel Record

Grievances

Harassment

Occupational Safety and Health

Official Languages

Pay & Benefits

Performance Reviews and Employee Appraisals

Staffing

Travel and Relocation

Seaway International Bridge Corporation Ltd

Chapter 130

Particular Banks

Bridge Passes

Description: This bank contains a record of the names of individuals, etc., to whom a bridge pass has been issued. The bank also records pass usage. **Class of Individuals:** Employees. **Purpose:** The purpose of this bank is to maintain a record of the names of individuals, etc., to whom a bridge pass has been issued. **Retention and Disposal Standards:** Five years after cancellation or non- renewal. **PAC Number:** 85-001 **TBS Registration:** 000641 **Bank Number:** SIBC PPE 801

Sun-Life Insurance Reports

Description: This bank contains individual Seaway employee data related to insurance coverage matters. Class of Individuals: Employees of the institution. Purpose: Sun Life Insurance Company uses the information to establish the monthly premiums of the life, major medical and long term disability insurances. Consistent Uses: See "Purpose" above. Retention and Disposal Standards: Two years. TBS Registration: 002830 Bank Number: SIBC PPE 806

Conflict of Interest

Description: This bank contains voluntary disclosures by employees concerning potential conflict of interest situations and investigation reports and correspondence

about potential and actual employee conflicts between the private interests or holdings of employees and their official duties. *Class of Individuals:* Departmental employees. *Purpose:* The purpose of this bank is to maintain information about potential and actual conflict of interest situations for employees of a government institution, to record potential conflicts of interest and to resolve actual conflicts of interest. *Consistent Uses:* To support decisions on transfers, discipline and termination of employment. *Retention and Disposal Standards:* Two years after potential conflict of interest no longer exists or actual conflict of interest has been resolved, after which the records are destroyed. *PAC Number:* 85-001 *TBS Registration:* 000663 *Bank Number:* SIBC PPE 802

Incentive Awards

Description: This bank includes information on employees who have been identified for awards under the Federal Government's Incentive Award Plan (long service) and the Institution's Award Program (long service). Such information may include an employee number and date of entry. This bank also contains records of recipients of long service awards. Class of Individuals: Employees of the institution. Purpose: To identify individuals for awards under the Federal Government's incentive awards plan (long service) and the institution's awards program (long service). Consistent Uses: See "Purpose" above. Retention and Disposal Standards: Operational files are kept for a minimum of two years then destroyed; financial files for six years then destroyed; and precedent setting files for 15 years then destroyed. TBS Registration: 002828 Bank Number: SIBC PPE 804

Pension Plan Records

Description: The bank contains individual data pertaining to the Pension Plan. **Class of Individuals:** Employees of the institution. **Purpose:** The purpose is to report total remittances to superannuation fund during the year based on employee deduction. **Consistent Uses:** The Department of Supply and Services, Superannuation Branch, insures that total

deductions balance with total remittance. *Retention* and *Disposal Standards:* Seven years. *TBS Registration:* 002831 *Bank Number:* SIBC PPE 807

Taxation Records

Description: The bank contains individual Bridge active and some retired employees data related to salary and various deductions including taxes. Class of Individuals: Active and retired employees of the institution. Purpose: The purpose is to comply with Revenue Canada requirements. Consistent Uses: To determine individual Income and Taxes. Retention and Disposal Standards: Six years. TBS Registration: 002832 Bank Number: SIBC PPE 808

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

Security Intelligence Review Committee

Chapter 131

Particular Banks

Personal Services Contracts

Description: This bank contains information on individuals who have signed personal services contracts with the Committee. the bank may contain information on the qualifications and work experience of the contractor, letters of reference, and details of the contract. **Class of Individuals:** Individuals who currently have, or formerly had, a contract with the

Committee. *Purpose:* The purpose of this bank is to maintain a record of accepted tenders for research contracts, and to issue contracts. *Consistent Uses:* The information may be used to determine terms of payments, contract extension or renewal, and other decisions pertaining to the contract. *Retention and Disposal Standards:* Files have been retained since the establishment of the Committee in 1984. *TBS Registration:* 003017 *Bank Number:* SIR PPE 803

Sept-Îles Port Authority

Chapter 132

Note: the Sept-Îles Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a

consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Social Sciences and Humanities Research Council of Canada

Chapter 133

Particular Banks

Staffing

Description: The bank contains staffing requests; position descriptions; salary ranges; selection profiles; competition posters; transfer requests; layoff lists; human resources inventory print-outs; candidates' applications; lists of candidates; examinations papers and test results; eligibility lists; offers of employment; notices to candidates; and correspondence concerning staffing by various processes, including competitions and human resources inventory searches. Records in the bank contain a variety of personal information which may include age, sex, education levels and social insurance number. (N.B. Notation of staffing decisions may also appear in the Employee Personnel Record.) Class of Individuals: Employees of Council and candidates for employment with Council. Purpose: The information is used to select candidates and staff positions. Retention and Disposal Standards: Information is retained for two years. PAC Number: 81-028 TBS Registration: 002434 Bank Number: SHR PPF 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Solicitor General Canada

Chapter 134

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Standards Council of Canada

Chapter 135

Particular Banks

Attendance and Leave

Description: This bank contains absence reports and leave applications as well as physicians' certificates associated with sick leave. The information exists in automated form in personnel databases. Class of Individuals: Standards Council of Canada employees. Purpose: Information is obtained for the administration of employee attendance and leave. Consistent Uses: To record attendance and authorize leave. To support decisions on pay and benefits such as those concerning leave and termination of employment. Retention and Disposal Standards: The records are destroyed two years after expiry of fiscal year. Related to PR#: SDC AFB 903 TBS Registration: 003025 Bank Number: SDC PPE 802

Conflict of Interest and Post-Employment Code

Description: This bank contains (1) Employee Certification Documents indicating that an employee has read and understood the Code of the Standards Council of Canada (SCC) and agrees to observe the Code as a condition of employment and indicating whether or not an employee has assets or liabilities identified in section 6, participates in activities specified in section 14 of the Code of SCC; (2) Confidential Reports of assets, liabilities and participation in outside activities subject to confidential reporting in accordance with the Conflict of Interest and Post-Employment Code for SCC. Class of Individuals: Employees of SCC. Purpose: The purpose of this bank is to maintain information (1) as to whether an employee has read and understood the Code of the SCC and agreed to observe it as a condition of employment; (2) about potential and actual conflict of interest situations for employees of SCC; (3) to record potential conflicts of interest; and (4) to record any post-employment compliance action required of the employee, including decisions reducing the limitation period. Consistent **Uses:** To resolve situations of potential and actual conflicts of interest. Retention and Disposal Standards: Records are retained by the employing institution to which the Certification Document and

Confidential Report were submitted for the duration of employment plus two years, after which the records are destroyed. *Related to PR#:* SCC AFB 903 *TBS Registration:* 003209 *Bank Number:* SDC PPE 805

Employee Personnel Record

Description: This bank provides a summary record of an individual's employment with the Standards Council of Canada. It is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of: staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages and discipline, where information in one area may affect a decision in another area. In the above cases, the information in this bank summarizes and refers to more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions within government institutions are co-ordinated in the interests of both the individual and the employer. The Employee Personnel Record relating to an employee is under the control of his/her current employing institution and contains information concerning personal characteristics, including age and sex; social insurance number; home address; citizenship; education, including transcripts, certificates and diplomas; non-government employment history; career résumés and references; geographical and organization location; appointments, transfers, promotions and demotions; periods of employment, including probationary periods, layoffs and tenure; classification, including position numbers, groups, levels, titles and salaries; superannuation and insurance, including names of beneficiaries. Also included where applicable is information concerning military service, including periods and areas of service; professional achievements, including publications, patents and awards; passports; and termination of employment, including certificates and reasons for termination. The Employee Personnel Record contains summary records of decisions relating to staffing; attendance and leave; pay and benefits; training and development; decisions concerning compensation and fitness for work; official languages;

discipline; and reliability checks. The major series of information concerning these topics is, however, found in the various other Standard Banks. The Employee Personnel Record may not include the personal information actually used to make decisions in the areas noted above. Class of Individuals: Employees of the institution. Purpose: To provide documentation and authorization of appointments, transfers, promotions, demotions, termination of employment and superannuation. Consistent Uses: To authenticate decisions on staffing, attendance and leave; pay and benefits; training and development; occupational health and safety; official languages; discipline, as well as to verify employment references. Information is also provided to various provincial health insurance plans: to group insurers, where applicable; and to National Health and Welfare for pension purposes. Retention and Disposal Standards: Retained by the current employing institution for the duration of employment plus one year, and then transferred to the control of National Archives. The information is destroyed when the individual reaches the age of 70, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. For records relating to disciplinary action, the time limit for disposal is three years following the date of disciplinary action, provided no further disciplinary action has been recorded in the meantime. In cases where a disciplinary action has been rescinded, onus is on the institution to ensure that the documentation of the action concerned is immediately destroyed. Records of individuals, if judged by the National Archivist of Canada to be of historical interest or archival value, are retained permanently by the National Archives of Canada. TBS Registration: 003027 Bank Number: SDC PPE 804

Reliability Checks

Description: This bank contains information gathered by the institution in conducting reliability checks on individuals applying for work within the institution by way of appointment in accordance with the Security Policy of the Government of Canada. The bank includes certification data of educational qualifications, employment, criminal records and reference checks.

Class of Individuals: Successful candidates who have applied for work within the institution, by way of appointment. Purpose: To confirm identity and determine whether individuals can be trusted to carry out their tasks reliably and honestly. Consistent Uses: To support decisions on hiring and termination of employment. Retention and Disposal Standards: The information is destroyed two years after the employee leaves the institution. Related to PR#: SDC AFB 903 TBS Registration: 003026 Bank Number: SDC PPE 803

Training and Development

Description: This bank contains personal data including course applications and evaluations, social insurance numbers, certificates, records of fee payments and correspondence related to participation of employees in training and development activities sponsored by the government and operated by private organizations. It should be noted that participation and achievement records are attached to the Employee Personnel Record and that information on an employee's needs for individual development related to performance is contained in the Performance Review and Appraisal Bank. Class of Individuals: Employees of the Institution. Purpose: To provide documentation for the administration of training and development programs. Consistent Uses: To approve and register the participation of employees in training and development activities and to certify the achievements of employees. Retention and Disposal Standards: Records are destroyed two years after completion of the particular training and development undertaken by an employee. PAC Number: 85-001 Related to PR#: SCC AFB 903 TBS Registration: 003024 Bank Number: SDC PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Pay and Benefits

Performance Reviews and Employee Appraisals

Statistics Canada

Chapter 136

Particular Banks

Deemed Employees

Description: This bank contains signed copies of contracts or memoranda of agreement; signed oaths or affirmation of secrecy; signed copies of Acknowledgment Related to the Oath of Secrecy and the Conflict of Interest and Post-Employment Code;

the name of the Division, the name of the individual and the date that the oath or contract was signed. *Class of Individuals:* Persons who have had research projects approved through the Research Proposal Review Committee for research projects to be undertaken in a Research Data Centre or through a similar peer review process for research projects undertaken at Headquarters or in a Regional Office.

Purpose: To maintain an inventory of contracts signed by individuals who are conducting research or have conducted research which requires to sensitive statistical information. Consistent Uses: There are no other uses for this information. Retention and Disposal Standards: Records are retained for two years after their last administrative use. PAC Number: Registration: 005102 Bank Number: STC PPE 810

Federal Investigative Body Requests

Description: This bank contains a record of requests for disclosure to federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements, and a record of documentation which was released. The bank exists in accordance with section 8(4) of the Privacy Act. The potential for disclosure is limited to those data elements held in all personnel files. However, the actual data released would depend on the particular request. Class of Individuals: Employees of Statistics Canada for whom a request to disclose information has been received from a federal investigative body or a provincial investigative body covered by federal/provincial agreements. Purpose: This bank serves to record requests for disclosure of personal information relating to individuals who are current or former employees of Statistics Canada, received from federal investigative bodies and other provincial investigative bodies covered by federal/provincial agreements. This bank is used to allow the Privacy Commissioner to review such disclosures of personal information and to investigate complaints made by individuals. Consistent Uses: There are currently no other uses for this data bank. Retention and Disposal Standards: Records are retained by the Access to Information and Privacy Offices for two years after the last administrative use. PAC Number: 78-001 Related to PR#: STC DAC 615 TBS Registration: 001603 Bank Number: STC PPE 802

Human Resources Inventory – Corporate Assignment – Employee

Description: This bank contains personal data such as education, areas of expertise, work experience, language skills, curriculum vitae of individual applicants on Global software and hard copy. **Class of Individuals:** Statistics Canada Employees. **Purpose:** To establish

and maintain a current inventory of departmental personnel interested in assignment opportunities internal to Statistics Canada or external in another federal government department. *Consistent Uses:* Conduct searches for qualified departmental candidates for identified assignments. Information is shared on an inter-departmental and inter-governmental level, provided consent is received from all parties involved. *Retention and Disposal Standards:* Records are kept for a period of 3 years. *PAC Number: TBS Registration: 005103 Bank Number:* STC PPE 815

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Status of Women Canada

Chapter 137

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents. Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Travel and Relocation

St. John's Port Authority

Chapter 138

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

Employee Personnel Record

Occupational Safety and Health

Official Languages

Pay and Benefits

Performance Reviews and Employee Appraisals

Staffing

Travel and Relocation

Thunder Bay Port Authority

Chapter 139

Note: the Thunder Bay Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a

consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Toronto Port Authority

Chapter 140

Particular Banks

Airport Airside Restricted Area Pass (ARAP)

Description: This bank contains applications received from individuals who require access to restricted areas at the Toronto City Centre Airport. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital information, personal photographs, and Transport Canada clearance numbers. Class of Individuals: TPA employees and airport tenants. Purpose: This bank processes pass applications. Consistent Uses: The information in this bank would be used in the event of a breach of security. Retention and Disposal Standards: Applications are retained for three years after the expiry of the pass and then destroyed. TBS Registration: 004370 Bank Number: TPA PPE 800

Airport Airside Vehicle Operators Permit (AVOP)

Description: This bank contains applications received from individuals who require a permit to operate a vehicle on the grounds of the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. It also contains the practical test evaluation form for the AVOP. **Class of Individuals:** TCCA employees and airport tenants. **Purpose:** This bank processes AVOP applications. **Consistent Uses:** The information in this bank would be used in the event of suspected unauthorized vehicle use at the airport. **Retention and Disposal Standards:** Applications are retained for three years after the expiry of the pass and then destroyed. **TBS Registration:** 004371 **Bank Number:** TPA PPE 805

Airport Employee Ferry Pass

Description: This bank contains applications received from individuals who require an employee ferry pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and personal photographs. Class of Individuals: TPA staff, airport tenants, frequent flyers. Purpose: This bank processes employee ferry pass applications. Consistent Uses: The information in this bank would be used in the event of suspected fare evasion on the airport ferry. Retention and Disposal Standards: Applications are retained for one year after expiry of the pass and then destroyed. TBS Registration: 004372 Bank Number: TPA PPE 810

Airport Ferry Vehicle Pass

Description: This bank contains applications received from individuals who require a ferry vehicle pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. Class of Individuals: TPA employees and airport tenants. Purpose: This bank processes ferry vehicle pass applications. Consistent Uses: The information in this bank would be used in the event of suspected fare evasion on the airport ferry. Retention and Disposal Standards: Applications are retained for one year after expiry of the pass and then destroyed. TBS Registration: 004373 Bank Number: TPA PPE 815

Airport Parking Pass

Description: This bank contains applications received from individuals who require a parking pass for the mainland Toronto City Centre Airport parking lot. It includes names, addresses, phone numbers and vehicle information. Class of Individuals: TPA employees and airport tenants. Purpose: This bank processes parking pass applications. Consistent Uses: The information in this bank would be used in the event

of suspected unauthorized parking at the parking lot. Retention and Disposal Standards: Applications are retained for one year after expiry of the pass and then destroyed. TBS Registration: 004374 Bank Number: TPA PPE 820

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Transportation Safety Board of Canada

Chapter 141

Particular Banks

Employee Profiles

Description: This bank which includes an employee photograph, contains information on employees such as position title, branch, division, location, group and level; and personal information on employees such as education, occupational certification, work experience, first official language and other language skills. This information is compiled by means of employee résumés and will include the employee's own input. This information is then used to compile an employee profile and the data is updated on a semi-annual basis to take into account reclassification, promotions, as well

as the inclusion of new employees in the TSB. Class of Individuals: Current indeterminate and new employees. Purpose: This information is compiled to maintain a bank of personal information on current employees for the use of senior management and personnel officers. Consistent Uses: The Board will collect data to be used for succession planning, qualification reviews, linguistic skills, inventory, human resource management reports, and simply to put faces to names since there are numerous regional sites. Additionally, it is used from time to time to identify candidates for in-house temporary assignments. Retention and Disposal Standards: Information on current employees is retained by the Board for the period of employment

and will then be destroyed during a semi-annual update of this bank. **TBS Registration:** 002982

Bank Number: TSB PPE 805

Gerry Saull Trophy

Description: The bank includes information on TSB employees who have been nominated for significant contribution and/or achievement directly related to the advancement of aviation safety. Class of Individuals: TSB employees. Purpose: To identify employees who have been nominated for awards. Consistent Uses: The information in this bank is used to establish precedents for this award. Retention and Disposal Standards: Records are kept for six years and then transferred to National Archives. TBS Registration: 002983 Bank Number: TSB PPE 810

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Transport Canada

Chapter 142

Particular Banks

Employee Assistance Program (EAP)

Description: This bank contains confidential information regarding employee's involvement in counselling, source and reason for referral, case chronology, recommendations and referral and client demographics. Class of Individuals: Transport Canada employees using counselling services. Purpose: The purpose of this bank is to record information necessary to administer the Employee Assistance Program and respond effectively to client needs. Consistent Uses: To support counsellor decisions regarding employee assistance measures (e.g. referrals, recommendations, follow-up). Retention and Disposal Standards: The records are destroyed two years following the date of the most recent employee assistance activity. PAC Number: 86-001 TBS Registration: 001069 Bank Number: DOT PPF 803

Awards and Recognition

Description: The bank includes information on public servants who have been nominated for awards under the Transport Canada (TC) Awards Program. Such information may include years of service, curricula vitae, performance evaluations, narratives in support

of meritorious contributions related to their duties or practised suggestions for improvement of public service operations, and completed recommendation reports concerning either the Merit Award or the Suggestion Award. Class of Individuals: Employees of the Department who have been nominated for awards under the TC's Awards Program. Purpose: To identify individuals who have been nominated for awards under the TC's Awards Program. Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. Retention and Disposal Standards: Operational files are kept for a minimum of two years, and then destroyed; financial files for six years, and then destroyed; and precedent-setting files for 15 years, and then destroyed. PAC Number: 86-001 TBS Registration: 002306 Bank Number: DOT PPE 808

Transport Integrated Personnel System

Description: The Department maintains a personnel management information system on positions and employees. Data cover leave, base pay, staffing, classification, official languages, employment equity and staff relations. **Class of Individuals:** Transport Canada employees. **Purpose:** The information is used as a

management tool, as well as to interface with central agencies. *Retention and Disposal Standards:* Data is maintained, archived or destroyed after two years. *PAC Number:* 86-001 *TBS Registration:* 001073 *Bank Number:* DOT PPE 801

Identification/Access Control System

Description: This bank contains personal information such as name, date of birth, height hair and eye colour, signature and photo. Class of Individuals: Individuals employed directly or indirectly by Transport Canada. Purpose: The bank is used to establish and confirm an employee's identity. Consistent Uses: To provide Transport Canada employees with official identification and controlled access to certain Transport Canada facilities, and to complement and enhance the existing security infrastructure. Retention and Disposal Standards: Personal information is deleted upon an employee's departure from the Department. The access/ identification card, which is generated by the system for indeterminate employees is retained for a period of two years after an employee's departure from the Department TBS Registration: 004477 Bank Number: DOT PPE 825

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Treasury Board of Canada Secretariat

Chapter 143

Central Banks

Access Control and Identification Cards Description: This bank contains photographs, signatures, surnames and given names, and card numbers for TBS/Finance staff and others who occupy TBS/Finance sites or who require routine access. The bank also contains information related to the access/egress to the sites. The identification/access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full name or access card number. The bank also contains information related to the access and egress of certain facilities by employees. The information is collected by: means of identification forms, correspondence. videocassette or camera. Classof Individuals: Employees of TBS/Finance and other departments who occupy or visit TBS/Finance sites as well as contractors who require access to the building on a routine basis. Purpose: The purpose of this bank is to maintain information related to the issuance, cancellation and use of identification and access cards. For safety and security reasons the cards are used to control building

access and access to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings. Consistent Uses: For safety and security reasons, the information is used to: control access and egress to certain facilities, provide for the security of TBS/Finance employees and property, produce reports for statistical analysis or for incident investigation, and issuance of identification and access control cards. Retention and Disposal Standards: Types of information related to access and egress of TBS/Finance facilities is collected, stored on an automated database solely for safety and security reasons is retained for two years for incident investigation purposes and is then destroyed. Information collected during silent hours and on entry control logs is retained for two years for investigation purposes and is then destroyed. Videocassette images are retained for up to 7 days and destroyed unless required for incident investigation purposes. All other records are retained for five years after release from the Department and are then destroyed. Records, other than video images, are accessible by providing full name and PRI. TBS Registration: 005083 Bank Number: TBS PPF 815

Access to Information and Privacy (ATIP) Community Awards for Excellence

Description: The bank includes information on individuals within the federal government who are or were members of the Access to Information and Privacy (ATIP) Community who have been nominated for awards under the ATIP Community Awards for Excellence initiative. Information may include curriculum vitaes, narratives of support of meritorious contributions related to nominees duties or accomplishments in accordance with the ATIP Community Awards for Excellence criteria. Class of Individuals: All past and present employees of the ATIP Community or other individuals who have been nominated for awards under the ATIP Community Awards for Excellence initiative. Purpose: The purpose of this bank is to maintain records of individuals who have been nominated and/or selected for awards under the ATIP Community Awards for Excellence. Consistent Uses: The information in this bank is used to establish precedents for the ATIP Community Awards for Excellence and to provide an audit trail for the selection process. Retention and Disposal Standards: Nomination records will be maintained for a minimum of 5 years after the award selection decision, award recipient records (inlouding the recipient's nomination records) will be maintained for a minimum of 10 years after the award selection decision. TBS Registration: 005082 Bank Number: TBS PCE 741

Adjudication - Section 92 (PSSRA) References **Description:** The bank contains information on grievances referred to adjudication for which a PSSRB decision has been received. Class of Individuals: All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have referred their grievances to adjudication. Purpose: The purpose of this bank is to maintain a record of adjudication decisions along with the related grievances. Consistent Uses: The information in this bank is used to provide background information for research purposes. Retention and Disposal Standards: Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. PAC Number: 94/011 Related to PR#: TBS SRB 440 TBS Registration: 001958 Bank Number: TBS PCE 708 Adjudication - Section 98 and 99 (PSSRA) References **Description**: The bank contains information on section 99 references by the employer or bargaining agents and the PSSRB decisions. Class of Individuals: This information relates to all federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) about whom references have been submitted. *Purpose:* The purpose of this bank is to maintain records of references made by the employer or bargaining agents, pursuant to the Public Service Staff Relations Act, who are seeking to enforce an obligation that is alleged to arise out of the collective agreement or arbitral award. Consistent Uses: It is used to provide background information for research

purposes. *Retention and Disposal Standards:*Records are retained for 10 years and then destroyed.
Some samples were transferred to the National
Archives of Canada for retention. *PAC Number:*94/011 *Related to PR#:* TBS SRB 440 *TBS Registration:* 001959 *Bank Number:* TBS PCE 709

Assistant Deputy Minister Business Support System:

Description: This bank contains exhaustive and up-to-date information on Assistant Deputy Ministers. It also provides a source of accurate and timely contact information on ADM's as well as facilitating skills development and rotation of ADM's, including tombstone information, work history, professional qualifications and education, career interests, managerial experience, linguistic results, security check results. Class of Individuals: Assistant Deputy Ministers and interchange participants. *Purpose:* The purpose is to support the collective management system of ADM's as well as to conduct demographic studies and other analyses of the ADM population. Consistent Uses: This bank is used to support the collective management of ADM's. Retention and Disposal Standards: Yet to be determined. TBS Registration: 004391 Bank Number: LN PCE 720

Assistant Deputy Minister Resourcing - Closed Competition

Description: This bank may contain security clearance rating, language examination results, memoranda to the Public Service Commission (Board Report) letters of offer, letters of acceptance, letters to unsuccessful candidates, job descriptions, the Request for Non-Delegated Staffing, job profiles, statements of qualification, application forms, reference check results, track record reports, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number). Class of Individuals: Persons who are included in an ADM competition administered by The Leadership Network on behalf of the Public Service Commission. Purpose: This bank exists to record and provide information relating to ADM competitions administered by The Leadership Network on behalf of the Public Service Commission. Consistent Uses: This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. Retention and Disposal Standards: Yet to be determined. TBS Registration: 004381 Bank Number: LN PCE 710

Assistant Deputy Minister Resourcing – Deployment from Pool

Description: This bank may contain language examination results, memoranda, letters of offer, letters of acceptance job descriptions, statements of qualification, and records of persons considered for

positions. Individuals seeking access to this information are requested to give the deployment action. *Class of Individuals:* Public servants. *Purpose:* This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission. *Consistent Uses:* This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. *Retention and Disposal Standards:* Yet to be determined. *TBS Registration:* 004469 *Bank Number:* LN PCE 725

Assistant Deputy Minister Resourcing – Open Competition

Description: This bank may contain security clearance rating, language examination results, memoranda to the Public Service Commission (Board Report) letters of offer, letters of acceptance, letters to unsuccessful candidates, job descriptions, the Request for Non-delegated Staffing, job profiles, statements of qualification, application forms, reference check results, track record reports, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number). Class of Individuals: Public servants and non public servants. Purpose: This bank is used to record and provide information relating to ADM competitions administered by The Leadership Network on behalf of the Public Service Commission. Consistent Uses: This bank is used to provided information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. Retention and Disposal Standards: Yet to be determined. TBS Registration: 004390 Bank Number: **LN PCE 715**

Assistant Deputy Minister Resourcing – Without Competition

Description: This bank may contain security clearance ratings, language examination results, memoranda, letters of offer, letters of acceptance, job descriptions, statements of qualification, candidate reports, track record and 360° evaluations, reference check results, and records of persons considered for positions. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. without competition number). Class of Individuals: Public servants. Purpose: This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission. Consistent Uses: This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. Retention and Disposal Standards: Yet to be determined. TBS Registration: 004470 Bank Number: LN PCE 730

Assistant Deputy Minister and Successful PQP Personal Files

Description: This bank may contain basic personal data skills and work history, tombstone information, professional qualifications, applications, letters of offer, acceptance and acknowledgement, notations of referrals, notes to file, curriculum vitae, career aspirations, managerial experience, linguistics results, in relation to Assistant Deputy Ministers and successful PQP participants. Class of Individuals: Non public servants and public servants applying for positions in the Executive Group at the Assistant Deputy Minister level as well as persons seeking participation and participating on Interchange Canada or International Assignments. Purpose: The purpose is to support the collective management system. Consistent Uses: The bank is used to support the career of ADM's. Retention and Disposal Standards: Yet to be determined. TBS Registration: 004387 Bank Number: LN PCE 700

EX-04 To EX-05 Promotion Process

Description: This bank may contain language examination results, letters of application, memoranda, letters of offer, letters of acceptance, job descriptions, statements of qualification, candidate reports, track record and 360° evaluations, reference check results, Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition number). Class of Individuals: Public servants. Purpose: This bank exists to record and provide information relating to ADM resourcing competitions administered by The Leadership Network on behalf of the Public Service Commission. Consistent Uses: This bank is used to provide information relating to ADM selection and appointments administered by The Leadership Network and made by the Public Service Commission. Retention and Disposal Standards: Yet to be determined. TBS Registration: 004388 Bank Number: LN PCE 705

Certification

Description: This bank contains records of bargaining unit and bargaining agent certification, recertification and decertification, under the Public Service Staff Relations Act. Class of Individuals: All employees of the public service (Schedule 1, Part 1, of the Public Service Staff Relations Act) governed by the collective bargaining process. *Purpose:* The purpose of this bank is to maintain an accurate record of each bargaining agent's certification within the bounds of Schedule I, Part 1, of the Public Service Staff Relations Act, as well as a record of position exclusions. The bank includes information on the Public Service Staff Relations Board's decision, the bargaining agent's application. the intervenor's position, the position exclusion lists and the employer's representations. Consistent Uses: The information in this bank is used for reference and to provide background for research purposes. Retention and Disposal Standards: Records are retained for

10 years and then destroyed. *PAC Number:* 94/011 *Related to PR#:* TBS SRB 445 *TBS Registration:* 001960 *Bank Number:* TBS PCE 710

Classification Grievances Tracking System Description: This bank contains information on all aspects of position classification grievances submitted by employees in accordance to Classification Grievance policy. The bank contains information such as position title, position classification and rating, position number, supervisor's position number, employees' name and employees' Personal Record Identifier, committee's recommendation and deliberations. The system is linked with the Position and Classification Information System (PCIS), Class of Individuals: All federal employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, who have presented a classification grievance. Purpose: To maintain records of all classification grievances both delegated to departments and non-delegated. Consistent Uses: The information is used to administer and monitor the application of the classification grievance policy, and to provide statistical data to other departments. It is also used in the research of precedents, and to ensure that the final and binding nature of the classification decision is respected. Retention and Disposal Standards: Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. PAC Number: 93/031 Related to PR#: TBS PPB 415 TBS Registration: 001134 Bank Number: TBS PCE 707

Classification Standards Review System Description: This system contains current and proposed position classification data for specific occupational groups under review. Data is restricted to occupied or encumbered positions within specific groups. Departments under PSSRA Schedule 1, Part 1 provided current classification data, indirectly via the Position and Classification Information System (PCIS) and proposed classification data directly. Occupied positions are confirmed by verification with the incumbent System. Class of Individuals: Individuals occupying positions within the occupational groups under review. Purpose: The information bank is used to model and analyze proposed changes to specific classification standards under review and to make recommendations to the Treasury Board. Consistent Uses: The information bank is used to access the impact of revisions to the specific standards under review. Once recommendations are developed, the proposed classification changes are shared with Staff Relations Branch. The information bank is not shared with any organization outside the Federal Government. With Treasury Board approval, departments are requested to implement the new standard, based on the proposed classification originating in each department. Retention and Disposal Standards: Computer-Based Data - The records are non-historical and can be destroyed whenever records are non-historical and can be destroyed whenever the operational needs are met; Textual and Electronic Records – there are no textual or electronic records. *PAC Number:* 93/031 *TBS Registration:* 005049 *Bank Number:* TBS PCE 733

Complaints by Bargaining Agents

Description: The bank contains representations made by complainants, their bargaining agents or legal representatives, as well as the decisions of the Public Service Staff Relations Board. Class of Individuals: All federal employees (Schedule 1, Part 1, of the Public Service Staff Relations Act) who have submitted complaints or on whose behalf complaints have been submitted. Purpose: The purpose of this bank is to maintain records of complaints made by bargaining agents on behalf of individuals pursuant to the Public Service Staff Relations Act. Consistent Uses: Information in the bank is used to provide background information for research purposes. Retention and Disposal Standards: Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. PAC Number: 94/011 Related to PR#: TBS SRB 470 TBS Registration: 001961 Bank Number: TBS PCE 711

Employment Equity Data Bank (EEDB) (Previously "System for Human Resources Monitoring" (SHURM))

Description: This bank contains information on those employees of the federal public service (PSSRA Schedule 1, Part 1 population) who have self-identified as being in one or more of the minority designated groups, i.e. Aboriginal people, persons with disabilities and members of visible minority groups. The bank facilitates comparison of their representation in the Public Service to their presence in the Canadian workforce. The bank is also used to analyze and monitor the situation and progress of the minority designated groups, as compared to the rest of the public service, in terms of regional and occupational distribution, mobility, etc. These comparisons are made periodically in order to determine the situation with respect to employment equity in the public service and to identify areas where improvement is needed. With the consent of the individual to whom it refers, self-identification information may also be used for human resources management purposes related to the employer's obligations under the Employment Equity Act. Personal information indicating that an individual is a member of a minority designated group may be matched, using the personal record identifier, to other files, such as the Incumbent File, other appropriate files of the Personnel Management Information System (PMIS), the Position and Classification Information System (PCIS), all from the Treasury Board Secretariat, and human resource data files of the Public Service Commission, such as the Quarterly Statistics File, the Appointment Information Management System and

the Priority Administration System. The bank contains data extracted from the Government of Canada's self-identification form and departmental versions thereof. In particular, the bank contains the Personal Record Identifier and data indicating that an individual is a member of one or more minority designated groups. Data in the bank is matched (via the Personal Record Identifier) to the above-mentioned files in order to obtain information relating to age, sex, occupational group, subgroup and level, salary, etc., so that tabulations can be produced in support of analysis as described above. The bank acquires information from other banks containing self-identification data, such as the standard departmental employment equity bank (PSE 918), and serves as the source of an annual exercise for reconciliation with these departmental banks. An individual requesting to access selfidentification information on him/herself should submit a written request, including his/her Personal Record Identifier. Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1. Part 1. Purpose: Self-identification information is collected under the authorities and obligations described in the Employment Equity Act. Pursuant to the general powers described under the Financial Administration Act and the Public Service Staff Relations Act, the Treasury Board maintains personnel information systems on public service employees. This bank is the primary source of data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The bank is used to respond to special requests for information and to conduct research, special studies and surveys as these relate to personnel information and Access to Information and Privacy requests. Retention and Disposal Standards: Computer-Based Data: fiscal year master files are transferred yearly to the National Archives of Canada, Textual and Electronic Records: records are retained for 10 years and then destroyed. PAC Number: 93/031 and 94/004 TBS Registration: 003560 Bank Number: TBS PCE 706

Enlargement of Time to Present a Grievance **Description:** The bank contains information and Public Service Staff Relations Board decisions on employee requests for enlargement of time to present grievances. Class of Individuals: Federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who are requesting an enlargement of time to present their grievances. *Purpose:* The purpose of this bank is to maintain records of employees who have requested an enlargement of time to present their grievances. Consistent Uses: The information in this bank is used for reference and to provide background information for research purposes. Retention and Disposal Standards: Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. PAC

Number: 94/011 Related to PR#: TBS SRB 440, 470 TBS Registration: 001744 Bank Number: TBS PCE 721

Entitlements and Deductions System

Description: This bank contains individual federal employee data relating to pay and benefits. The employee record contains information concerning personal characteristics, including sex, Personal Record Identifier, date of birth, salary, name and classification. Also included are the reference numbers for various insurance and medical plans and the entitlements and deductions of each individual. Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. Schedule 1. Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of pay and benefits data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, employment equity, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employeerelated personnel information and Access to Information and Privacy requests. Consistent Uses: Information may be provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Leave Reporting System, Extra Duty Reporting System, Position and Classification Information System (PCIS), Mobility File, Leave Without Pay System, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Computer-Based Data: retained for 25 years and then destroyed. Textual and Electronic Records: retained

for 10 years and then destroyed. *PAC Number:* 93/031 and 94/011 *Related to PR#:* TBS SRB 510 *TBS Registration:* 002321 *Bank Number:* TBS PCE 716

Exclusion System (EXCL)

Description: This bank contains individual federal employee data relating to exclusions. The employee record contains information concerning personal characteristics, including sex, name, appointment dates and employee classification. Also included is information concerning reasons for exclusions. Class of Individuals: All former and currently excluded employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of exclusions data for Treasury Board Secretariat users and is used for monitoring the exclusions process as well as to support human resources planning and management, which include collective bargaining, designations, compensation analysis, and personnel policy planning, implementation, evaluation and monitoring. It is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. Consistent Uses: Information may be provided to public service bargaining agents, the Employment Equity Data Bank, the Public Service Staff Relations Board and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Public Service Pay System (WPGS), Executive and Management Compensation System and the Position and Classification Information System (PCIS). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed. PAC Number: 94/011 Related to PR#: TBS SRB 510 TBS Registration: 005051 Bank Number: TBS PCE 714

Executive and Management Compensation System Description: This system contains current employee data for all members of the Executive Group employed in departments under PSSRA Schedule 1, Part 1. The data is updated monthly by the incumbent System. Class of Individuals: Individual members of the

Executive Group currently employed within departments subject to PSSRA Schedule 1, Part 1, Purpose: The information bank is used to develop Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. Consistent Uses: The information bank is used to develop Executive Group compensation plans and human resource policy initiatives and to monitor departmental compliance with policies. The bank is also used to model and analyze proposed changes to the compensation plans. Proposals are developed in consultation with the Privy Council Office, Aggregated data are presented to the Committee on Executive Compensation (Burns Committee) for consideration and recommendation. Retention and Disposal Standards: Computer-Based Data: the system is obsolete and data has not been sent to National Archives since 1995. Textual and Electronic Records: retained for 10 years and transferred to the National Archives of Canada. PAC Number: 93/031 TBS Registration: 005052 Bank Number: TBS PCE 730

Executive Group Classification Information System Description: This bank contains classification information on individual Executive Group positions in the Public Service. Class of Individuals: All current federal employees for who the Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Purpose: To provide information for monitoring, analysis and other purposes related to the organization of departments and the Executive Group classification process, Consistent Uses: Also used for research and statistical purposes. Retention and Disposal Standards: Computer-Based Data: transferred yearly to the National Archives of Canada. Textual and Electronic Records: retained for 10 years and transferred to the National Archives of Canada. PAC Number: 93/031 TBS Registration: 005053 Bank Number: TBS PCE 736

Extra Duty Reporting System

Description: This bank contains individual federal employee data relating to overtime and extra duty usage. The employee record contains information concerning personal characteristics, including sex, Personal Record Identifier, date of birth, name, salary, classification, hours and frequency and type of overtime. Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of overtime and extra duty usage data for Treasury Board Secretariat users and is used for planning, implementing,

evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. Consistent Uses: Information is provided to the Employment Equity Data Bank, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Leave Reporting System, Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: All records excluding records on Negotiations are retained for 10 years and then destroyed. Files on Negotiations are retained for 10 years and transferred to the National Archives of Canada. PAC Number: 93/031 and 94/011 Related to PR#: TBS SRB 510 TBS Registration: 005054 Bank Number: TBS PCF 717

Federal Public Service Job Accommodation Network for Employees with Disabilities

Description: Single window project, Job Accommodation Network for federal public service employees with disabilities. Information to be gathered will be name. sex, employing department or agency, position description, description of assistance requested, description of personal status - disability or person assisting with, language of preference, assessment for job accommodation - specifics of assistance required, description of work area, if other persons with disabilities are in work area, worksite evaluated for iob accommodation, and name of supervisor to be contacted for information. Class of individuals: Federal Public Servants with disabilities, managers, supervisors, EE Coordinators. Purpose: Information on the assistance given to or required by employees with disabilities in the federal public service. Consistent Uses: Statistical information for comparison to autoidentification reporting (numbers only), and creation of an inventory of job accommodation measures for improved planning of future programs. Information could be shared in efforts to resolve job accommodation issues, respondents will consent to sharing for this purpose. Retention and Disposal Standards: Two years after last administrative use. TBS Registration: 005081 Bank Number: TBS PPE 810

Grievances

Description: The bank contains information on grievances referred to adjudication that were withdrawn by the grievers. Class of Individuals: All federal employees (Schedule 1, Part 1, Public Service Staff Relations Act) who have referred their grievances to adjudication. *Purpose:* The purpose of this bank is to maintain records of grievances that were submitted for adjudication but were withdrawn, settled or otherwise resolved, thereby rendering an adjudication decision unnecessary. Consistent Uses: The information in the bank is also used to provide background information for research purposes. Retention and Disposal Standards: Records are retained for 10 years and then destroyed. Some samples were transferred to the National Archives of Canada for retention. PAC Number: 94/011 Related to PR#: TBS SRB 470 TBS Registration: 005055 Bank Number: TBS PCE 712

Incentive Awards

Description: The bank includes information on public servants who have been nominated for awards under the federal government's Incentive Awards Plan and the new Recognition Policy. Such information may include curriculum vitae, narratives in support of meritorious contributions related to their duties or practical suggestions for improvement of Public Service operations. Class of Individuals: All employees of the public service who have been nominated for awards under the Incentive Awards Plan and Recognition Policy. Purpose: The purpose of this bank is to identify individuals who have been nominated for awards under the federal government's Incentive Awards Plan. Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds. Retention and Disposal Standards: Computer-Based Data: two vears. Textual and Electronic records; most of the files are retained for 10 years and then destroyed. PAC Number: 93/031 Related to PR#: TBS APB 110 TBS Registration: 005056 Bank Number: TBS PCE 702

Incumbent System

Description: This bank contains individual federal employee data relating to personnel matters. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates, classification, Superannuation number and years of continuous/pensionable service. Also included are information concerning collective bargaining, exclusions, bargaining agents and languages. Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under Schedule 1 Part 2 of the Public Service Staff Relations Act. Purpose: Personnel management information is collected under the authorities and obligations described in the Financial

Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of incumbent data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, exclusions, designations, compensation analysis, official languages, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of various insurance and medical plans, to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information and Access to Information and Privacy requests. Consistent Uses: Information is provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, insurers of public service group insurance plans, the Public Service Staff Relations Board and other federal departments or agencies. This system is used as a source of information or for linking with the following systems: Entitlements and Deductions System, Leave Reporting System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Computer-Based Data: transferred to the National Archives of Canada on a yearly basis for permanent retention. Textual and Electronic Records: records are retained for 10 years and are generally transferred to the National Archives of Canada. PAC Number: 93/031 and 94/011 Related to PR#: TBS SRB 510 TBS Registration: 002316 Bank Number: TBS PCE 723

Language Training Module (LTM)

Description: The LTM is a central bank containing information on language training provided to public servants at government expense. Primarily, the bank includes information such as proficiency levels trained to, hours used for language training and type of training received. The social insurance number will be used until such time as it is phased out and replaced by a unique federal employee identifier. Source of the data: Departments and Agencies are responsible to update the LTM using the LTIF A-8 form. There is an interface between the Language Training System (LTS) of the Public Service Commission (PSC) and the LTM for training related to statutory needs and Government-

Wide Corporate needs. The training related to other needs is reported to the LTM by departments and agencies. An interface also exists between the Official Languages Information System (OLIS) — TBS PCF 703 and the LTM of the Treasury Board Secretariat. Class of Individuals: The information relates to public servants, current and previous, of departments and agencies listed in Schedule 1, Part 1 of the Public Service Staff Relations Act and, as of April 1990, to employees from organizations listed in Schedule 1, Part 2 of the Public Service Staff Relations Act. Purpose: The purpose of this bank is to provide accurate, timely and reliable information to support the Government, Central Agencies, Departments and Agencies in the implementation and control of that segment of the Official Languages Program that pertains to language training provided to public servants. Consistent Uses: The information is used by the departments involved as well as by the central agencies for reference, research and statistical purposes to monitor that segment of the Official Languages Program that pertains to language training provided to public servants. All linkages done using LTS and OLIS are in compliance with provisions of the Privacy Act. Retention and Disposal Standards: Computer-Based Data: the records are non-historical. Quarterly Extract Files are retained for 25 years. Textual and Electronic Records: the general file is retained for 10 years and transferred to the National Archives of Canada. Information to departments is retained for 10 years and then destroyed. Information from the LTM is available up to March 31 1996, date on which the system was eliminated. PAC Number: 94/004 TBS Registration: 005057 Bank Number: TBS PCE 704

Leave Reporting System

Description: This bank contains individual federal employee data relating to leave. The employee record contains information concerning personal characteristics, including sex, personal record identifier, name, salary, age, classification, hours, frequency and duration of the various leaves taken by individuals. Class of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act. Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leave data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research,

special studies and surveys as it relates to employeerelated personnel information and Access to Information and Privacy requests. Consistent Uses: Information may be provided to the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Mobility File, Leave Without Pay System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed. PAC Number: 93/031 and 94/011 Related to PR#: TBS SRB 510 TBS Registration: 005058 Bank Number: TBS PCE 718

Leave Without Pay System

Description: This bank contains individual federal employee data relating to leave without pay. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, salary, appointment dates and classification. Information is also included concerning the reason for leave without pay and the effective and return dates. Class of Individuals: All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1. Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of leavewithout-pay data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel information

and Access to Information and Privacy requests. Consistent Uses: Information is provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada, and other federal departments and agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation System and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: retained for 10 years and then destroyed. PAC Number: 93/031 and 94/011 Related to PR#: TBS SRB 510 TBS Registration: 005059 Bank Number: TBS PCE 720

Mobility File

Description: This bank contains individual federal employee data relating to the mobility of public servants. The employee record contains information concerning personal characteristics, including age, sex, personal record identifier, date of birth, name, appointment dates and classification. Also included is information concerning the reason for mobility and the effective dates. Class of Individuals: All employees for whom Treasury Board is the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Also included are some of the employees employed by the separate employers identified under schedule 1, Part 2 of the Public Service Staff Relations Act. Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is the prime source of mobility data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, employment equity programs, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to respond to special requests for information and to conduct research, special studies and surveys as it relates to employee-related personnel

information and Access to Information and Privacy requests. Consistent Uses: Information is provided to the Employment Equity Data Bank, the Public Service Commission, Statistics Canada and other federal departments or agencies. Aggregated data on senior levels are presented to external advisory committees for consideration and recommendation. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Training and Development Information System, Position and Classification Information System (PCIS), Public Service Pay System, Executive and Management Compensation and the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Computer-Based Data: data is transferred vearly to the National Archives of Canada Textual and Electronic Records: retained for 10 years and transferred to the National Archives of Canada. PAC Number: 93/031 and 94/011 Related to PR#: TBS SRB 510 TBS Registration: 005060 Bank Number: TBS PCE 724

National Joint Council Grievances

Description: This bank contains information on grievances referred to the final level of the National Joint Council redress procedure. Files usually contain grievance forms specifying the name, address, telephone number, job classification, department and work location of the griever, as well as earlier level replies and background information pertinent to each case. This background information will vary according to the subject of the grievance but may include information concerning travel and relocation itineraries and expense claims, job search activities and results, and, very infrequently, health information on the griever. Class of Individuals: Federal employees named in Parts I and II of Schedule I of the Public Service Staff Relations Act (when both employer and bargaining agent are NJC participants) who have referred their grievances to the final level, the NJC Administrative Committee. Purpose: Information in this bank is obtained primarily from the General Secretary of the NJC and is compiled to resolve, in accordance with the NJC by-laws (section 7 - Resolution of Grievances), alleged misinterpretations or misapplications of policies, directives or regulations which have been the subject of NJC consultations and have been adopted by the NJC. This information is used by officers of the Treasury Board Secretariat to develop the employer's position in response to employees' grievances referred to the NJC. Consistent Uses: Information is used for internal research to make comparisons between previous and present cases in an effort to identify precedents. Retention and Disposal Standards: Records are retained for 10 years and then transferred to the National Archives of Canada for

permanent retention. *PAC Number:* 94/011 *Related to PR#:* TBS PPB 450 *TBS Registration:* 002569 *Bank Number:* TBS PCE 735

Official Languages Information System (OLIS II) Description: OLIS II is a central file containing information from institutions on the resources necessary to meet their official languages obligations. The file includes information such as the employment category, the first official language, the communications requirements related to service to the public, internal services and supervision. Source of data: Data are provided by the institutions either by filling out five tables or by submitting an electronic file on an annual basis. Class of Individuals: All employees of the federal institutions and privatized organizations subject to the Official Languages Act except employees of the Public Service (Annex 1, Part 1 of the Public Service) Staff Relations Act) that are appointed on a full time indeterminate or part time determinate for more than three months. Purpose: Pursuant to the 1988 Official Languages Act, the President of the Treasury Board must submit an annual report to Parliament on the status of the Official Languages Program. Retention and Disposal Standards: Computer-Based Data: records are transferred yearly to the National Archives of Canada Textual and Electronic Records: retention to be determined. PAC Number: 94/004 TBS Registration: 005061 Bank Number: TBS PCE 703

Point of Contact (Assignment Service)

Description: This bank contains personal information such as name, address, telephone number, classification, department, language, employment history, employment status, curriculum vitae, skills assessment and referral results. Class of Individuals: Federal government employees (including separate employers and crown corporations) in finance, internal audit, program evaluation and human resources who have requested an interdepartmental assignment. Purpose: The bank maintains an inventory of candidates for the purpose of referring interested employees to departments who are looking to fill available assignments. Consistent Uses: The bank is used to identify employees for referral to available developmental assignment opportunities. It is also used for statistical purposes and human resources planning. Retention and Disposal Standards: Retention to be determined. TBS Registration: 002870 Bank Number: TBS PCE 740

Position Classification Information System) (PCIS) Description: This bank contains individual federal employee data relating to position classification matters. The system is used mainly to support the development and administration of the classification system and the Official Languages Program. The position record contains the Personal Record Identifier. Also included is information concerning position classification data, Official Languages Information System (OLIS) and Position Information Collection System (PICS). Class

of Individuals: All current employees for whom Treasury Board is classed as the employer under the Public Service Staff Relations Act, Schedule 1, Part 1. Purpose: Personnel management information is collected under the authorities and obligations described in the Financial Administration Act (FAA) and the Public Service Staff Relations Act (PSSRA). Pursuant to the general powers described under the FAA and the PSSRA, the Treasury Board maintains personnel information systems on public service employees. This bank is a prime source of position data for Treasury Board Secretariat users and is used for planning, implementing, evaluating and monitoring government policies. The information it contains is used to support human resources planning and management, which include collective bargaining, compensation analysis, official languages, and personnel policy planning, implementation, evaluation and monitoring. The bank is also used to support the development and administration of the classification system within the public service, to respond to special requests for information and to conduct research. special studies and surveys as it relates to employeerelated personnel information and Access to Information and Privacy requests. The results of monitoring activities may be forwarded to departments for review and action, if required. Consistent Uses: Information may be provided to the Employment Equity Data Bank, the Public Service Commission, public service bargaining agents, Statistics Canada and other federal departments or agencies. This system may be used as a source of information or for linking with the following systems: Incumbent System, Entitlements and Deductions System, Extra Duty Reporting System, Leave Reporting System, Mobility File, Training and Development Information System, Public Service Pay System, Executive and Management Compensation System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission and departmental personnel information systems. All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Computer-Based Data: Arrangements will be made for the yearly transfer of the PCIS data to the National Archives of Canada. The data for OLIS and for the "Position Information Collection System (PICS) was transferred to the National Archives of Canada until 1995 when it became part of the PCIS. Textual and Electronic Records: there are no textual or electronic records for OLIS and PCIS. The textual records for PICS are retained for 10 years and transferred to the National Archives of Canada. Related to PR#: TBS SRB 510 TBS Registration: 002318 Bank Number: TBS PCE 725

Public Service Pension Cases

Description: This bank contains information used to make decisions in individual pension cases where no

clear precedent exists, or where the Treasury Board was empowered to hear appeals in the past. The information relates to specific situations and contains minimal employment/personal data relating to specific aspect of the individual's pension situation. Class of Individuals: Individuals who are subject to the following pension statutes: Public Service Superannuation Act. RCMP Superannuation Act. RCMP Pension Continuation Act, Canadian Forces Superannuation Act, Defence Services Pension Continuation Act. Purpose: To maintain a record of the circumstances leading to decisions in individual pension cases which are referred to by the pensions division, in order to maintain consistency of policy application. The personal information is collected in fulfilment of Treasury Board's obligation to administer pension statutes. Consistent Uses: The information contained in the bank may be used by the Pensions Division for statistical research purposes, for implementing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Supply and Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and Pension plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Non-historical records are retained for 75 years and then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years. PAC Number: 93/031 Related to PR#: TBS PPB 380 TBS Registration: 005062 Bank Number: TBS PCE 729

Relocation Policy Exceptions - Individual Cases Description: This bank contains ministerial and departmental correspondence; background documentation, information relating to Treasury Board submissions, memoranda to the President, decision letters and analysts' notes on individual cases concerning requests for exceptions from the relocation policy. Class of Individuals: Any individuals whose relocation costs are partially or completely paid by the government. Purpose: Information is compiled to maintain a record of individual cases where decisions were provided relating to specific relocations. Consistent Uses: Information is used for research in policy development, and in considering other requests for relocation policy exceptions. Retention and Disposal Standards: Textual and Electronic Records: retained for 10 years and then destroyed. PAC Number: 93/031 Related to PR#: TBS PPB 360 TBS Registration: 005063 Bank Number: TBS PCE 727

Special Pension Plans

Description: This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan members and their survivors. Class of Individuals: Individuals who are subject to Governor General's Act and the Lieutenant Governors Superannuation Act: employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament. Purpose: To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfilment of Treasury Board's obligation to administer the pension statutes named in Class of Individuals above. Consistent Uses: The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical Systems bank (PSC PCE 761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS PCE 701), and the Superannuation Hard Cover Files (DSS PCE 702) held by Public Works and Government Services, the Pension File (DND PPE 859) held by National Defence, the RCMP Member Service Records (CMP PPE 802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act. Retention and Disposal Standards: Non-historical records are retained for 75 years and then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years. PAC Number: 93/031 TBS Registration: 005064 Bank Number: TBS PCE 734

Submissions to Treasury Board

Description: This bank contains personal information used for administrative purposes that is included in those submissions made by departments and agencies to the Treasury Board for the purpose of obtaining administrative, personnel or other authorities that the Treasury Board is empowered to grant. This information relates to employees of the public service and, in pension cases, their dependants and survivors. The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. Class of Individuals: This information related to employees of the public service and, in pension cases, their dependants and survivors. Purpose: The purpose of this bank is to record and maintain submissions made to the Treasury Board by departments and

agencies concerning current or previous employees of a government institution. The information is used to present situations which by statute or specific direction require resolution by the Treasury Board. *Retention and Disposal Standards:* Retention and disposal standards being finalized. *Note:* The information collected in this bank will be transferred to the Executive Group Classification Information System. *TBS Registration:* 003562 *Bank Number:* TBS PCE 701

Travel Policy Exception - Individual Cases Description: This bank contains ministerial and departmental correspondence; background documentation relating to Treasury Board submissions; memoranda to the President; decision letters and analysts's notes on individual cases pertaining to requests for travel policy exceptions. Class of Individuals: Any individuals seeking compensation that differs from the stated terms of the travel policy. Consistent Uses: Information is used for research regarding policy development, and in considering other requests for travel policy exceptions Retention and Disposal Standards: Textual and Electronic Records: retained for 10 years and then destroyed. PAC Number: 91/009 Related to PR#: TBS PPB 360 TBS Registration: 002570 Bank Number: TSB PCE 726

Workforce Adjustment Monitoring (WFAM) System **Description:** This system contains Workforce Adjustment cash-out information pertaining to all Federal Government employees, as specified under Class of Individuals below. This bank uses information which has been extracted from data submitted for three other systems, i.e. the Public Service Pay System (PSC), the Priority Administration System (PSC) and the Incumbent System (TBS). Class of Individuals: All employees, including Senior Management; for whom Treasury Board is the employer under PSSRA, Schedule 1, Part 1; who have been affected by the WFA policy (PMM Volume 4, Chapter 20, Section 10), or the Executive Employment Transition Policy who, in accordance with these policies, received payments in lieu of their unfulfilled surplus period. Purpose: This system is used to monitor the implementation and ongoing departmental compliance with the Work Force Adjustment Policies Departure Incentive Programs and Executive Employment Transition Policy. Consistent Uses: The WFAM system has been developed for the related policy groups in the Treasury Board Secretariat. Regularly scheduled electronic extracts are provided to the users, showing cumulative and year-to-date totals for employees receiving "cash-out" payments, as well as the amount and period for these payments. Retention and Disposal Standards: Computer-Based Data: the records are non-historical and can be destroyed whenever the operational needs are met. Textual and Electronic Records: there are no textual or electronic records. PAC Number: 93/031 TBS Registration: 005065 Bank Number: TBS PCE 732

Particular Banks

Awards of Excellence

Description: The bank includes information on Treasury Board Secretariat employees who have been nominated for awards under the Secretariat's Exemplary Service Awards, including completed recommendation forms and other supporting data. Class of Individuals: All employees of the Treasury Board Secretariat who have been nominated for awards under the Exemplary Service Awards plan. Purpose: The purpose of this bank is to maintain a record of individuals who have been nominated for awards under the Secretariat's Exemplary Service Awards plan. Consistent Uses: The information in this bank is used to establish precedents for awards and to provide an audit trail for the disbursements of funds and awards. Retention and Disposal Standards: The general file is retained for 10 years and transferred to the National Archives of Canada. The remaining files on Artwork, Financial considerations, Nominations, Presentations and Communications are retained for 10 years and then destroyed. PAC Number: 93/031 Related to PR#: TBS SEC 021 TBS Registration: 005066 Bank Number: TBS PPE 802

Complaints - Canadian Human Rights Commission Description: This bank contains complaints lodged against Treasury Board and related CHRC's decisions. as well as those of a tribunal and/or court, if applicable. This information relates to individuals who have lodged a CHRC complaint against Treasury Board. The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against Treasury Board. Consistent uses are to provide specific and general documentation for research purposes. Class of Individuals: This information relates to individuals who have lodged a CHRC complaint against Treasury Board. Purpose: The purpose of this bank is to record information necessary for dealing with CHRC complaints lodged against the Treasury Board. Consistent Uses: Consistent uses are to provide specific and general documentation for research purposes. Retention and Disposal Standards:. Human Rights complaints in general are retained for 10 years and then destroyed. Complaints related to disability insurance are retained for 20 years and then destroyed. Complaints related to the Public Service Management Insurance Plan (PSMIP) need to be determined. Complaints related to pensions are retained for 25 years and then transferred to the National Archives of Canada. Complaints related to the Public Service Health Care Plan (PSHCP) need to be determined. Complaints related to official languages equitable participation are retained for 10 years and then sent to the National Archives of Canada, Complaints related to pay for work of equal value are retained for 10 years and then destroyed. Complaints related to nursing group are retained for 25 years and then transferred to the National Archives of Canada. Complaints related to the Hospital Services Group are

retained for 25 years and then destroyed. Complaints related to maternity leave without pay need to be determined. *PAC Number:* 93/031, 94/004 and 94/011 *TBS Registration:* 005050 *Bank Number:* TBS PPE 803

Departmental Assignments Program (DAP) Description: This bank may contain résumés, appraisals, assignment agreements, references, interview information, referral results, employee requests for assignment forms, assignment proposal forms and general correspondence. Class of Individuals: Indeterminate federal government employees who have requested an assignment within Treasury Board as well as other departments. Purpose: This bank was created to maintain an inventory of employees interested in assignments outside of their home area, within Treasury Board and other departments. Consistent Uses: The information is used to identify interested employees for referral to available assignment opportunities within Treasury Board and other federal departments and agencies. It is also used for statistical purposes. Retention and Disposal Standards: Needs to be determined. Related to PR#: PSC PCE 762 TBS Registration: 005067 Bank Number: TBS PPE 805

Employee Personnel Record

Description: The file may contain completed personal history forms; information relating to security briefings, security clearances; conflict of interest and postemployment code; appointments, transfers, promotions, classification, performance appraisal and employee evaluations; requests for training and evaluation; auto identifications under the Employment Equity Program; the status of an employee; career development plans; disciplinary actions; manager's copy of the leave forms; reliability checks. Class of Individuals: Employees of the institution. Purpose: Information provides a record of an individual's employment and is maintained for the purpose of facilitating personnel administration. Information about an individual may be used in decisions relating to the areas of staffing, attendance and leave, pay and benefits, training and development, occupational health and safety, official languages, discipline, and level of security, where information in one area may affect a decision in another area. In some of the above cases, the information in this bank is a summary, which refers to other more detailed information in other banks. This information may be used, provided such use is consistent with the main uses of the information, to ensure that personnel actions are coordinated in the interests of both the individual and the employer. Consistent Uses: The main use of this bank is to provide documentation and authorization regarding appointments, transfers, promotions, demotions, termination of employment and superannuation. It is also used to authenticate decisions on staffing, attendance and leave; pay and benefits; training and

development; occupational heath and safety; official languages; discipline; and level of security clearance; as well as to verify employment references. *Retention and Disposal Standards:* Yet to be determined. *TBS Registration:* 004392 *Bank Number:* LN PPE 800

Harassment Complaints

Description: This bank contains letters of harassmentat-the-workplace complaints and related information. This information relates to individuals who have written to the President of the Treasury Board or to Treasury Board Secretariat officials regarding their harassment complaints. The purpose of this bank is to record information necessary for responding to letters of harassment complaints. Consistent uses are to provide specific and general documentation for research purposes. Class of Individuals: This information related to individuals who have written to the President of the Treasury Board or to the Treasury Board Secretariat officials regarding their harassment complaints. Purpose: The purpose of this bank is to record information necessary for responding to letters of harassment complaints. Consistent Uses: Consistent uses are to provide specific and general documentation for research purposes. Retention and Disposal Standards: Records are retained for 10 years and transferred to the National Archives of Canada, PAC Number: 93/031 Related to PR#: TBS PPB 340 TBS Registration: 003582 Bank Number: TBS PPE 804

Staff Ombudsman Files

Description: This bank contains information about concerns or problems raised with the departmental Staff Ombudsman by employees of the Treasury Board of Canada Secretariat. This may include, but is not limited to, information about unfair practices or systems, the conduct of other employees and issues of ethical behaviour, such as conflict of interest or activities that seem to be contrary to public service values and the public interest. This informal process is an alternative to more formal mechanisms, such as grievances, appeals and complaints. Class of Individuals: All employees of the Treasury Board of Canada Secretariat. at all levels, including managers. Purpose: This bank was created to maintain a record of all concerns and problems raised with the Staff Ombudsman in order to assist him/her with the following responsibilities: Advisor/ Sounding Board; Information Source; Intervenor/Mediator; Consultant; On-site Visits; Meetings; and Reports. Consistent Uses: Preparation of generic reports presented to the Secretary of the Treasury Board concerning systemic employee concerns and problems, including the remedies being pursued. Retention and Disposal Standards: Retention period to be determined. Related to PR#: TBS OMB 001 TBS Registration: 004148 Bank Number: TBS PPE 806

Travel and Relocation and Other Expenses

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries and correspondence concerning travel, relocation or postings of employees, as well as information pertaining to any payment made to an employee such as reimbursement of training costs. hospitality, petty cash, membership fees, conference registration fees and other miscellaneous payments. Class of Individuals: Employees of the Treasury Board Secretariat. Purpose: The purpose of this bank is to maintain information regarding travel, relocation, and postings of government employees, as well as reimbursement payments to employees. Consistent Uses: To administer the travel and relocation functions with respect to their approval as well as posting authorizations, advances, claims and employee and other miscellaneous payments. Retention and Disposal Standards: Records are destroyed six years following the fiscal year in which the travel or relocation claim was settled. PAC Number: 85-001 Related to PR#: TBS PPB 080, 090 TBS Registration: 001135 Bank Number: TBS PPE 801

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity

Grievances

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Trois-Rivières Port Authority

Chapter 144

Note: the Trois-Rivières Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a

consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Vancouver Port Authority

Chapter 145

Particular Banks

Garnishment

Description: This bank contains the legal documentation associated with the garnishment of salaries and fees in respect of individuals for whom garnishment action has been taken. Class of Individuals: Authority employees. Purpose: The purpose of this bank is to coordinate and control the garnishment process, to implement the pay administration aspects and to ensure the Authority responds to Court Orders within the time limits specified in the legislation. Retention and Disposal Standards: The records are retained for five years after administrative action is completed then destroyed. TBS Registration: 004279 Bank Number: VPA PPE 801

Human Resources Information System (HRIS) Description: Employee database containing: name, home address and telephone number, emergency contact, birth date, sex, hire date, seniority date, pension date, job history, salary history, training, education and absences. Class of Individuals: Authority employees. Purpose: The purpose of this system is to produce reports to department heads in order to facilitate their personnel decision making. Retention and Disposal Standards: Computerized records are updated as required. TBS Registration: 004280 Bank Number: VPA PPE 802

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Security Clearances

Staffing

Training and Development

Veterans Affairs Canada

Chapter 146

Central Banks

Employee Medical Records at Ste. Anne's Hospital Description: This bank contains some or all of the following types of information: medical, psychiatric, psychological and consultant's reports, findings and assessments, laboratory tests and reports, x-rays, and treatment and counselling reports. Persons seeking access to this information must supply their full name,

date of birth and location of the record sought. *Class of Individuals:* Federal public servants, former public servants and prospective public servants at Ste. Anne's Hospital. *Purpose:* The purpose of this bank is to maintain occupational health records for federal public servants and prospective public servants including surveillance and maintenance of occupational and environmental health factors, pre-employment, periodic medical and mental health assessments, counselling,

first aid and emergency treatment in the work place. The information is used to support medical, mental health, employment and pension decisions/entitlements. Consistent Uses: Administrative information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Medical information can be used only by qualified personnel from the Health Service Office and Health Canada. Retention and Disposal Standards: Records are retained by the Personnel Directorate for two years after the employee has resigned from the Hospital. Upon expiry of the retention period, the records are transferred to the National Archives of Canada and are preserved in accordance with the regulations governing medical documents. Related to PR#: VAC MVA 025 TBS Registration: 003645 Bank Number: VAC PCE 705

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Reliability Checks

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Western Economic Diversification Canada

Chapter 147

Standard Banks

Please see the INTRODUCTION to this publication for the definition of Standard Banks and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Discipline

Employee Assistance

Employee Personnel Record

Employment Equity Program

Grievances

Harassment

Identification and Building-Pass Cards

Occupational Safety and Health

Official Languages

Parking

Pay and Benefits

Performance Reviews and Employee Appraisals

Recognition Policy

Security Clearances

Staffing

Training and Development

Travel and Relocation

Vehicle, Ship, Boat and Aircraft Accidents

Windsor Port Authority

Chapter 148

Note: the Windsor Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a

consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Yukon Surface Rights Board

Chapter 149

Note: the Yukon Surface Rights Board is subject to the Privacy and Access to Information Acts.

Yukon Territory Water Board

Chapter 150

Note: information on the employees of the Yukon Territory Water Board is held by Indian and Northern Affairs Canada.



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Section 1

artistes-producteurs Tribunal canadien des relations professionnelles

Chapitre 149

Présences et congés

Rémunération et avantages

Vérification de la fiabilité

Voyages et réinstallations

par le ministère du Patrimoine canadien. la rémunération et avantages sont également détenus NOTE: Les renseignements concernant la dotation et

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Cartes d'identification laissez-passer

Dotation

Evaluation du rendement

Ohapitre 150 Tribunal canadien du commerce extérieur

Cartes d'identification et laissez-passer Autorisations sécuritaires

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Langues officielles Harcèlement Griefs

Programme d'équité en matière d'emploi Présences et congés Mesures disciplinaires

Rémunération et avantages

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Fichiers particuliers

il y avait effectivement conflit. No. APC: 85-001 potentiel est réglée ou que l'on a résolu le cas où après que la situation reliée à un conflit d'intérêt destruction: Les dossiers sont détruits deux ans et la fin d'emploi. Normes de conservation et de touchant les mutations, les mesures disciplinaires d'intérêt. Usages compatibles: Etayer les décisions potentiels et à résoudre les situations réelles de conflit fédéraux. Il sert à consigner les conflits d'intérêt ou réel pour les employés des ministères et organismes concernant des situations de conflit d'intérêt potentiel Tribunal. But: Ce fichier maintient des renseignements avoirs. Catégorie de personnes: Employés du officielles des employés et leurs intérêts privés ou leurs conflits d'intérêt potentiels et réels entre les fonctions d'enquête, ainsi que la correspondance concernant les situations potentielles de conflit d'intérêt, des rapports volontaires faites par les employés concernant des Description: Ce fichier contient des divulgations Conflits d'intérêt

Fichiers ordinaires

TCC PPE 801

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Enregistrement (SCT): 002489 Numèro de fichier:

services immobiliers. Enregistrement (SCT): 003745 Numéro de fichier: TPSGC PPE 810

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employès

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Garderie en milieu de travail

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

.

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Processus informel de Résolution de conflits liés à la NGC Description : Oe jichier de repseigne

Normes de conservation et de destruction : Les ainsi que les résultats obtenus dans chaque cas. les ressources utilisées pour résoudre chaque conflit oeuvre de la Norme Générale de Classification (NGC), informel de résolution de conflits reliés à le mise en renseignements sur les demandes de processus gouvernementaux du Canada. But : Consigner les du Ministère des Travaux publics et Services demande. Catégorie de personnes : Les employés méthodes et résultats du processus relatif à chaque de conflits, qui contient des renseignements sur les d'un Rapport sur le processus informel de résolution conflits. Les renseignements sont aussi recueillis à partir demander le processus informel de résolution de poste ainsi que les raisons ayant amené l'employé à personnel, ses besoins spéciaux, les détails de son consiste du nom de l'employé, son code d'identification partir de formulaires remplis par les employés qui de Classification. Les renseignements sont recueillis à conflits liés à la mise en oeuvre de la Norme Générale formulé une demande de processus de résolution de contient des renseignements sur tout employé ayant Description: Ce fichier de renseignements personnels

Gérante, opérations et support, Direction générale des sa demande de stationnement. Communiquer avec: une période de trois ans après que l'employé annule de conservation et de destruction : Retenu pour annuler ou modifier les retenues sur le salaire. Normes renseignements sont requis soit pour commencer, accordés à TPSGC. Usages compatibles: Les une demande de stationnement pour les espaces But: L'information est obtenue des employés qui font bersonnes: Les employés du gouvernement fédéral. et le numéro d'immatriculation. Catégorie de dossier personnel (CIDP) véhicule, marque et modèle numéro de liste de paie, code d'identification du de l'employé, son adresse, numéro de téléphone, de renseignements personnels comprend ; le nom Description: L'information retenue dans le fichier Stationnement

(SCT): 005071 Numéro de fichier: TPSGC PPE 840

renseignements sont conservés pendant une période

de trois ans suivant la date de résolution ou date de décision et sont ensuite détruits. Enregistrement

Tribunal canadien des droits de la personne

Chapitre 148

Le Tribunal canadien des droits de la personne est assujetti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Ces données servent ensuite à préparer les plans d'apprentissage de chaque employé. Catégorie de personnes: Employés du Ministère. But: Ce fichier sert à conserver et à repérer l'information sur les besoins en formation des employés afin de formuler Etayer les décisions prises entre l'employé et son superviseur au sujet des activités de formation et de perfectionnement, en ce qui touche les priorités de formation. I'attribution du temps de formation et les formation, l'attribution du temps de formation et les de destruction: Les dossiers sont conservés pour une période de deux ans suivant la dernière activité administrative. Enregistrement (SCT): 004243 administrative.

004013 Numéro de fichier: TPSGC PPE 820 dossier #: TPSGC IM 005 Enregistrement (SCT): fonctionnaires, le minimum est deux ans. Renvoi au sur la prise en charge des services de l'Etat par les sera retenu pour la durée de la politique gouvernementale de conservation et de destruction: Cette information oeuvre des initiatives ministérielles de l'PSGC. Normes ministre et les employès du Groupe de la mise en renseignements sont partiellement utilises par le Sousdéclaration d'intérêt. Usages compatibles : Ces gouvernementaux Canada qui ont envoyé une inventaire d'employés de Travaux publics et Services Canada. But: Ce fichier existe pour maintenir un de Iravaux publics et Services gouvernementaux d'information. Categorie de personnes: Employes la correspondance crée pour répondre aux demandes reponses a leur déclarations d'interêt. Il y a aussi de saresses, lieu de travail de ces employes et les services de l'Etat. Cette banque contient les noms, pour faire une proposition de la prise en charge des gouvernementaux Canada, une déclaration d'intérêt au Sous-ministre de Travaux publics et Services bersonnel confidentiel sur les employés qui ont soumis Description: Cette banque contient de l'information l'Etat par les fonctionnaires Initiative de la prise en charge des services de

Lb2CC bbF 859 Enregistrement (SCT): 004014 Numero de fichier: d'administration. Renvoi au dossier #: TPSGC IM 005 deux ans après le depart d'un membre du Conseil de destruction : Cette information sera retenu pour les membre du comité. Normes de conservation et utilisée par le Ministre et le Sous-ministre pour nommer compatibles: Cette information est principalement ministre à nommer des membres des conseils. Usages renseignements sont utilises par le ministre et le sousd'administrations des Sociétés d'Etat. But : Ces Categorie de personnes: Membres du conseil d'Etat qui tont partie du portefeuille du ministre. membres des conseils d'administration des Sociétés affectations et dates d'expiration des affectations des Description: Cette banque contient les noms, titres, Nominations - Sociétés d'Etat

> de renseignements requis par les systèmes connexes. l'établissement des rapports statistiques et des fiches envers la Couronne. Les données servent aussi à connexes et à étayer le recouvrement des dettes vérifier les relevés de rémunération et les autres relevés des comptes. Il sert aussi à rédiger des rapports, à permet la vérification, le rapprochement et la validation l'assurance emploi. Usages compatibles : Ce tichier du Regime de pensions du Canada et de la Loi sur aur le revenu et son règlement, de certaines parties des fins d'identification en vertu de la Loi de l'impôt retenues. Le numèro d'assurance sociale est utilisé à le versement des indemnités, ainsi qu'à faire des tédérale. But : Ce fichier sert à effectuer la rémunération, qe bersonnes: Employès de la fonction publique salsie-arrêt et au détournement des tonds. Catégorie comprendre des ordonnances afin de procéder à la prélèvements sur le salaire. Ce fichier peut aussi de contrats sont utilisés afin de faire différents d'identification de dossier personnel et les numéros es pensionnés de la fonction publique. Le code rémunération pour tous les employés fédéraux et et les retenues relatives à l'administration de la rémunération, le régime de pension, les indemnités Description: Ce fichier contient des données sur la la fonction publique Systèmes de traitement de la paye de

Fichiers particuliers

Dosalers d'enquêtes sur les véritications spèciales Description: Ce fichier renferme des renseignements sur les vérifications spéciales demandées par le Soussur les vérifications spéciales demandées par le Sousministre et portant sur des employés/individus dont personnes: Employés de l'institution. But: Ce fichier sert à informer le Sous-ministre et la Gendarmenie royale du Canada des cas où l'on soupçonne une activité criminelle. Usages compatibles: L'information contenue dans ce fichier est quelque fois transmise activité criminelle. Usages compatibles: L'information et de destruction: L'information et de destruction : L'information est conservation et de destruction : L'information est conservée pendant une période de six ans. Enregistrement (SCT): 000714 Numéro de fichier: TPSGC PPE 815

002596 Numèro de fichier: TPSGC PCE 705

au dossier #: ASC DOR 090 Enregistrement (SCT):

70 ans ou un an après le décès de ce dernier. Renvoi

documents sont détruits dès que l'employé a atteint

Normes de conservation et de destruction: Les

Evaluation des profils de compétences Description: Dans ce fichier, les évaluations font fonction des connaissances et des habiletés (compétences organisationnelles) qui sont valorisées par les secteurs du Ministère. On dresse une liste de ces connaissances et habiletés vis-à-vis les cours de formation et de perfectionnement appropriés et on les associe aux besoins de chaque employé à l'égard de son poste actuel et de ses aspirations professionnelles.

Canada Travaux publics et Services gouvernementaux

Chapitre 147

(SCT): 001374 Numéro de fichier: TPSGC PCE 702 sont réutilisées un an. No. APC : 86001 Enregistrement mesures aient été prises. Les bandes de traitement documents sont détruits un an après que toutes les Normes de conservation et de destruction: Les ce qui a trait aux pensions et à la pension de retraite. de politiques gouvernementales liées au personnel en la planification, à la mise en oeuvre et à l'évaluation

001375 Numéro de fichier: TPSGC PCE 703 l'employé. No. APC: 86001 Enregistrement (SCT): Les documents sont détruits un an après le décès de 802. Normes de conservation et de destruction: états de service des membres de la GRC RCMP PPE d'assurance au fichier de pension DND PPE 859 et aux d'assurance invalidité. Vérification de la garantie d'assurance invalidité de longue durée et du Régime gestion de la fonction publique (RACGFP), du Régime (RSSFP), du Régime d'assurance des cadres de du Régime de soins de santé de la tonction publique à attester que les employés sont assurés aux termes sur les cartes de demande d'assurance, qui servent Ce fichier contient tous les renseignements inscrits pensionnés qui participent aux divers régimes. But: personnes: Employés de la fonction publique et qui participent aux divers régimes. Catégorie de tous les fonctionnaires fédéraux et les pensionnés et le nom des personnes à charge assurées, pour protection désirée, numéros de pension de retraite les numéros de listes de paye, dates de naissance, Description: Ce fichier contient les localisations, Cartes de demande d'assurance

TPSGC PCE 701 Enregistrement (SCT): 000713 Numéro de fichier: APC: 79008 Renvoi au dossier #: TPC 1PC 040 dans le cas de dossiers d'occupations particuliers. No. logements, et de trois ans après l'expiration du terme une période de cinq ans, dans le cas de besoins de de destruction : L'information est conservée pendant les logements fédéraux. Normes de conservation et consigner des renseignements qui servent administrer l'administration fédérale. But : Ce fichier a pour but de Catégorie de personnes: Employés de autres renseignements lis l'occupation d'un logement. les rapports d'inspections, les frais de services et les salaires, la durée de la location, l'ancienneté de service, les adresses, le nombre de personnes chargée, les attendent de pouvoir en occuper. Il contient les noms, occupent des logements de la Couronne ou qui sur les employés de l'administration fédérale qui Description: Ce fichier renferme des renseignements Registre des logements de la Couronne

Fichiers centraux

aux états de service des membres de la GRC RCMP pension en égard au fichier de pension DND PPE 859, des employés, à la vérification des prestations de statistiques, à l'établissement des relevés de pension banque de données peut servir aux fins de recherches compatibles: Linformation contenue dans cette PSD, ainsi qu'à d'autres fins statistiques. Usages de soins dentaires, à déterminer le bénéficiaire des pensionnés), à déterminer l'admissibilité au régime modification du taux d'impôt, ANRF (association des d'assurance santé, avis annuel d'indexation de pension, politiques (paiements de péréquation) ristournes Gouvernement du Canada (CCMTGC), nouvelles Campagne de charité en milieu de travail du avis d'assurance, obligations d'épargne du Canada, assureurs, etc., à offrir des services d'envoi pour les remettre les primes à Revenu Canada, Revenu Québec, le but de modifier le mode de paiement, à prélever et financiers comme preuve de difficultés financières dans déductions de pensions, à recueillir les renseignements à informer les prestataires des versements ou des de renseignements, à émettre les paiements de pension, et les pensions de survivant, à répondre aux demandes les dossiers d'emploi, à calculer les pensions de retraite le total des cotisations de service antérieur, à stocker l'admissibilité au paiement des cotisations, à calculer sur les pensions. But : Ce fichier sert à déterminer pensionnés qui sont visés par les anciennes lois sur la pension de la fonction publique, ainsi que les publique et leurs survivants qui sont visés par la Loi employés actifs et les anciens employés de la fonction et leurs survivants. Catégorie de personnes: Les pensionnés visés par d'anciennes lois sur les pensions, prestations de retraite supplémentaires, ainsi que les la pension de la fonction publique et par la Loi sur les ce dui concerne les pensionnés protégés par la Loi sur au titre du service et les derniers paiements émis, en portant sur les assurances, données sur les déductions supplémentaires de décès (PSD), renseignements concernant la protection et le bénéficiaire des prestations géographiques, prestations de pension, documentation correspondance, états de services, localisations de l'état civil, documents, options, avis, calculs, pièces suivantes : actes de nomination, statistiques des dossiers manuels et informatiques contenant les Description: Cette banque de données renferme la fonction publique Banque de données sur les pensions de

PPU 155, et la Régie des rentes du Québec, ainsi qu'à

WHN - sanson du Canada - MHV -

PPE 802, et à la banque de données informatisées

Les données portent sur les congés, le traitement de base, la dotation, la classification, les langues officielles, l'équité en matière d'emploi et les relations de travail. Catégorie de personnes: Tous les employés de Transports Canada. But: Ce fichier a pour but de servir d'outil de travail et de permettre au ministère de fournir des données exigées par les organismes centraux. Normes de conservation et de destruction: Les données sont maintenues, auchivées ou détruites après deux ans. No. APC: 86-001 Enregistrement après deux ans. No. APC: 86-001 Enregistrement

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Evaluation du rendement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

002306 Numéro de fichier: MTC PPE 808 détruits. No. APC: 86-001 Enregistrement (SCT): précédents sont conservés pendant 15 ans, puis six ans, puis détruits; et les fichiers créant des détruits ; les fichiers financiers sont conservés pendant pendant une période minimale de deux ans, puis destruction : Les fichiers opérationnels sont conservés dépenses de fonds. Normes de conservation et de pour fournir une vérification à rebours concernant les utilisés pour établir des précédents au sujet des prix et Les renseignements contenus dans ce tichier sont Programme des prix de TC. Usages compatibles: ont été nommées pour des prix dans le cadre du de donner des renseignements sur les personnes qui Programme des prix de TC. But : Le fichier a pour but qui ont été nommés pour des prix, dans le cadre du Catégorie de personnes: Employés du Ministère concernant soit le prix au mérite, soit le prix à l'initiative. rapports de recommandations dûment remplis, des opérations de la Fonction publique, ainsi que des ou des suggestions pratiques en vue de l'amélioration à l'appui de leur contribution méritoire dans leur travail, vitae, des évaluations de rendement, des descriptions comprendre des années de service, des curriculum Transports Canada. Ces renseignements peuvent

Numéro de fichier: MTC PPE 803 No. APC: 86-001 Enregistrement (SCT): 001069 activité enregistrée au programme d'aide aux employés. dossiers sont détruits deux ans après la dernière Normes de conservation et de destruction: Les aux employés (ex. références, recommandations, suivi). concernant les démarches prises en matière d'aide compatibles: Etayer les décisions des conseillers qui utilise les services de consultation. Usages programme et de répondre aux besoins de l'employé renseignements nécessaires à l'administration du But: Ce fichier a pour but de conserver les Transports Canada utilisant les services de consultation. client. Catégorie de personnes : Les employés de et références, et les données démographiques du référence, la chronologie de cas, les recommandations services de consultation, la source et la raison de la confidentiels relatifs à la participation de l'employé aux Description: Ce fichier contient des renseignements Programme d'aide aux employés (PAE)

Système intégré du personnel de Transports Description : Ce fichier renferme un système d'information sur la gestion du personnel et des postes.

Formation et perfectionnement

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Voyages et réinstallations

Présences et congés

Mesures disciplinaires

Langues officielles

Dotation

Rémunération et avantages

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Accidents d'automobile, de bateau, d'embarcation

et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employè

Dotation

Evaluation du rendement

et l'économie Table ronde nationale sur l'environnement

Chapitre 145

Fichiers ordinaires

et une description de leur contenu. cette publication), une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Chapitre 146 Transports Canada

004477 Numéro de fichier: MTC PPE 826 l'employés du Ministère. Enregistrement (SCT): système, pendant deux ans après le départ de employés indéterminés et produite au moyen du conserve la carte d'accès/d'identité, destinée aux l'employé quitte le Ministère. Transports. Canada renseignements personnels sont détruits dès que Normes de conservation et de destruction : Les et rehausser l'infrastructure de sécurité actuelle.

des prix, dans le cadre du Programme des prix de sur les tonctionnaires qui ont été nommés pour Description: Le fichier contient des renseignements Prix et reconnaissance

Fichiers particuliers

installations de Transports Canada; compléter d'identification et un accès contrôlé à certaines employés du Ministère un mécanisme formel d'un employé. Usages compatibles: Fournir aux But: Le fichier sert à établir et à confirmer l'identité directement ou indirectement Transports Canada. Catégorie de personnes : Les personnes qu'emploie l'employés ainsi que sa signature et sa photo. la taille, la couleur des cheveux et des yeux de bersonnels, notamment le nom, la date de naissance, Description: Oe ficher contient des renseignements Programme carte d'accès/identitè

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Présences et congès

Chapitre 144 Statistique Canada

Demande émanant des organismes fédéraux

Fichiers particuliers

partie d'une entente fédérale-provinciale. But : Ce fédéral ou d'un organisme d'enquête provincial faisant renseignements de la part d'un organisme d'enquête fait l'objet d'une demande de divulgation de personnes: Employés de Statistique Canada ayant dépendent de la demande elle-même. Catégorie de divulgués. Cependant, les données communiquées contenus dans les fichiers personnels peuvent être renseignements personnels. Seuls les éléments au paragraphe 8(4) de la Loi sur la protection des documents communiqués. Elle fut créée conformément fédérales-provinciales, ainsi que la mention des d'enquête provinciaux faisant partie des ententes organismes d'enquête fédéraux et les organismes demandes de divulgation présentées par les Description: Ce fichier contient une copie des d'enquête

de déclarations liées au serment d'engagement au

Employés réputés

de discrétion ou serments signés; des copies signéses

contrats ou de protocoles d'entente; des affirmations

(SCT): 001603 Numéro de fichier: STC PPE 802

de deux ans suivant la demande. No. APC: 78-001

conservés par le Bureau de l'accès à l'information et

conservation et de destruction: Les dossiers sont

usages pour cette banque de donnée. Normes de

compatibles: Il n'y a pas, en ce moment, d'autres

fichier sert à tenir un registre des demandes portant

plaintes déposées par les particuliers. Usages

les autorisations de divulgation et qu'il instruit les

Description: Ce fichier contient des copies signées de Renvoi au dossier #: STC SAC 615 Enregistrement des renseignements personnels pendant une période protection de la vie privée le consulte lorsqu'il examine d'ententes fédérales-provinciales. Le Commissaire à la et les organismes d'enquête provinciaux faisant partie et présentées par les organismes d'enquête fédéraux employés de Statistique Canada (anciens ou actuels) sur la divulgation de renseignements personnels sur les Inventaire des ressources humaines - Système 005102 Numéro de fichier: STC PPE 810 utilisation adminstrative. Enregistrement (SCT):

de fichier: SIC PPE 815 No. APC: Enregistrement (SCT): 005103 Numéro dossiers seront conservés pour une durée de 3 ans. Normes de conservation et de destruction: Les niveaux interministériels et intergouvernemental. sont d'accord, les renseignements sont diffusés aux qui ont été ciblées. Si toutes les parties concernées qualifiés au sein du Bureau, et ce, pour des affectations Effectuer des recherches pour trouver des candidats ministère ou organisme fédéral. Usages compatibles: possibilités d'affectations externes au sein d'un autre d'affectations internes à Statistique Canada ou à des employées du ureau qui s'intéressent à des posibilités But: Pour établir et tenir à jour un répertoire actuel des personnes: Les employés de Statistique Canada. officielles et leur curriculum vitae. Catégorie de de travail, elurs compétences en matière de langues études, leurs domaines d'expertise, leur expérience chaque candidat relatives à des sujets tels que leurs et sur des copies papier, les données personnelles de Description: Ce fichier comprend, sur le logiciel Global des affectations spéciales - Employés

conservés pendant deux ans après le dernière

conservation et de destruction : Les dossiers sont

information ne sert pas à d'autres usages. Normes de

statistiques confidentiels. Usages compatibles: Cette

recherches supposant l'accès à des renseignements

inventaire des contrats signés par des personnes qui

des projets de recherche au bureau central ou dans

recherche dans un centre de données de recherche

été autorisées par le Comité d'examen des projets de

contrat. Catégorie de personnes : Personnes qui ont

de l'après-mandat; le nom de la division, le nom de la

secret professionnel et au code de conflits d'intérêts et

personne et la date de signature du serment ou du

Voyages et réinstallations

Vérification de la fiabilité

Rémunération et avantages

Programme d'équité en matière d'emploi

Stationnement

poursuivent des recherches ou qui ont mené des

un bureau régional. But : Ce fichier sert à tenir un

semblable d'examen par des pairs à entreprendre

ou qui ont été autorisées en vertu d'un processus

255

et d'avion Accidents d'automobile, de bateau, d'embarcation

une description de leur contenu.

cette publication) une définition des fichiers ordinaires et Vous trouverez dans l'INTRODUCTION (au début de

FICHIERS ORGINAIRES

Chapitre 143

Solliciteur général Canada

permis de stationnement et la correspondance relative Description: Ce fichier renferme les demandes de Stationnement

Enregistrement (SCT): 004055 Numéro de fichier: frais de voyage ou de réinstallation. No. APC: 86-001 l'exercice financier durant lequel il y a eu règlement des destruction: Les dossiers sont détruits six ans après de reimbursement. Normes de conservation et de affectations à l'étranger, les avances et les demandes questions de voyage et de réinstallation ainsi que les compatibles: Il sert également à approuver les stlectations à l'étranger des employés. Usages concernant les voyages, les réinstallations et les But: Il a pour but d'emmagasiner des renseignements concerne les employés actuels et anciens employés. employés. Catégorie de personnes: Ce fichier réinstallations ou les affectations à l'étranger des correspondance concernant les déplacements, les reçus, les préparatifs de voyage, les itinéraires et la les avances, les demandes de remboursement, les Description: Ce fichier renterme les autorisations,

Evaluation du rendement

Dossier personnel d'un employè

Code régissant les conflits d'intérêts et

Cartes d'identification et laissez-passer

Dotation

Lapres-mandat

SEE PPE 811

Voyages et réinstallations SEE PPE 808 Enregistrement (SCT): 000159 Numèro de fichier: dossiers deux ans après l'expiration du permis. conservation et de destruction : On détruit les frais de stationnement sur les salaires. Normes de permis de stationnement et à simplifier la retenue des servent à administrer la délivrance et l'annulation des de stationnement. Usages compatibles: Les dossiers sert à étayer l'administration des avantages en matière demande de permis de stationnement. But : Le fichier actuels et anciens employés qui ont présenté une de gestion. Catégorie de personnes: Employés ressources humaines et dans le Système informatique dans le Système de renseignements informatisé des contenus dans ce fichier sont également consignés frais de stationnement. Les renseignements personnels retenues salariales effectuées pour le règlement des sociaux contient aussi les renseignements relatits aux l'employé portant sur la rémunération et les avantages par la Société. La section du dossier personnel de au stationnement des automobiles dans les parcs loués

SEE PPE 805 Enregistrement (SCT): 000155 Numéro de fichier: date de la dernière justification à l'aide de documents. destruction : On détruit les dossiers deux ans après la du Conseil du Trésor. Normes de conservation et de Commission de la Fonction publique et au Secrétariat employés. Il peut également devoir être transmis à la numéro de référence pour la formation linguistique des en vertu de la Loi de l'impôt sur le revenu. Il sert de officielles. Le numéro d'assurance sociale est utilisé la gestion des programmes ayant trait aux langues de la compétence linguistique des employés et vérifier mutation et de promotions ; collaborer à l'évaluation touchant les employés en matière de dotation, de Etayer à l'aide de pièces à l'appui les décisions réalisations des employés. Usages compatibles: justifier les besoins de formation linguistique et les et aux examens de connaissance de la langue, et relatives à la formation en matière de langues officielles But: Etayer à l'aide de pièces à l'appui les décisions personnes: Employés actuels et anciens employés. informatisé des ressources humaines. Catégorie de consignés dans le Système de renseignements bersonnels contenus dans ce fichier sont également professionnel de l'employé. Les renseignements de la langue et aux exemptions sont versés au dossier renseignements afférents aux examens de connaissance des employés en matière de langues officielles. Les langue et la correspondance relative aux compétences les résultats des examens de connaissance de la le numéro d'assurance sociale aux fins d'identification; langue officielle de l'employé, la date de naissance et données personnelles de base, notamment la première demandes de formation linguistique comprenant des conta de langues et les fiches de présences; les Description: Ce fichier renterme les inscriptions aux Langues officielles

Numéro de fichier: SEE PPE 806

correspondant. Enregistrement (SCT): 000156

le perfectionnement des employés. Normes de conservation et de destruction : On détruit les dossiers deux ans après la fin des cours de formation et de perfectionnement suivis par l'employé. Enregistrement (SCT) : 000154 Numéro de fichier : SEE PPE 804

d'années précisé dans la description du fichier humaines Canada, ils sont gardès pendant le nombre Quant aux dossiers de Développement des ressources 10 ans ; après cette pèriode, les dossiers sont detruits. (eudnete ani nn accident), sont conserves pendant atterente, de meme que les Rapports du superviseur plessures professionnelles, et la correspondance q, eudrigte ani, les accidents et les maladies on les premiers soins pendant cinq ans; les rapports conserve les dossiers relatifs à l'administration des Normes de conservation et de destruction: On à Développement des ressources humaines Canada. cousidue anx rapports d'accidents qui sont transmis utilisé en vertu de la Loi de l'impôt sur le revenu, est ient etat. Le numero d'assurance sociale, qui est confinner à travailler dans des conditions propices à atteints d'une maladie ou d'un handicap reconnu de des conditions qui permettront à certains employés santé, à leur sécurité ou à celle des autres ; et établir bnisseut continuer à travailler sans porter atteinte à leur exboses a certains risques professionnels reconnus conditions de travail; s'assurer que les employes dni eu geconieur on dni sour sâdravees par ies prévenir les blessures et les maladies, et les invalidités attribuables a des accidents du travail ; agir de taçon a décisions relatives aux indemnisations et aux congés et de sécurité. Usages compatibles: Etayer les contribuer à la gestion efficace du programme de sante accidents et de favoriser un climat de salubrité, et a, sociaquita et de plesantes stin de prevenir les relatifs à la sécurité et à la santé ainsi que les causes anciens employes. But: Consigner tous les details Categorie de personnes: Employes actuels et Développement des ressources humaines Canada. Institucatives des sommes versées, sont conservés par et la correspondance connexe, et les pièces de chaque employé, les demandes d'indemnisation Iresor. Les dossiers, y compris les rapports médicaux conservés conformément à la politique du Conseil du dossiers sur l'administration des premiers soins sont l'adresse domiciliaire, le traitement et l'emploi. Les sexe, l'état civil, le numéro d'assurance sociale, victimes d'accident au travail, notamment l'âge, le des renseignements personnels sur les employés ressources humaines Canada, ces dossiers renterment Contormément aux exigences de Développement des sout conservés au centre de responsabilité compétent. superviseur; enquête sur un accident, documents qui couvexe, de même que des copies du Rapport du maladies professionnelles et la correspondance g, eudnere ani les accidents et les plesanies on les Description: Ce tichier renterme des rapports Hygiène et sécurité professionnelles

> peuvent également conserver le dossier de façon permanente si elles estiment qu'il possède une valeur historique Enregistrement (SCT): 004246 Numéro de fichier: SEE PPE 801

000153 Numéro de fichier: SEE PPE 803 son dossier professionnel. Enregistrement (SCT): retenu dans le dossier personnel de l'employe et dans conserve les documents relatifs à chaque candidat après cette pèriode, les dossiers sont détruits. On demande de dotation ou toute mesure administrative; une période de deux ans suivant l'instruction de la de destruction: On conserve les dossiers pour es bostes vacants. Normes de conservation et candidats. But: Choisir les candidats et combler candidat. Categorie de personnes: Employesd'assurance sociale, s'ils ont été tournis par le dnalifications et partois l'âge, le sexe et le numèro l'employé, notamment le niveau d'instruction, les une vaste gamme de renseignements personnels sur humaines. On trouve dans les dossiers de ce fichier de dotation, y compris le répertoire des ressources et la correspondance relative aux divers processus les ottres d'emplor; les avis envoyes aux candidats de dotation en personnel; les examens et les résultats; q emploi des candidats; les observations des comites traitement; les profils de selection; les demandes dotation; les descriptions de poste ; les échelles de Description: Ce tichier renterme les demandes de Dotation

servir de numéro de référence pour la formation et Loi de l'impôt sur le revenu. Il peut éventuellement unimero d'assurance sociale est utilise en vertu de la promotions et les évaluations de rendement. Le de présences et de congés, les mutations, les sur le traitement et les avantages sociaux, la tiche nesdes compatibles: Etayer les décisions portant a des cours de tormation et de perfectionnement. Rnt: Approuver et noter la participation des employes bersonnes: Employés actuels et anciens employés. informatisé des ressources humaines. Catégorie de consignés dans le Système de renseignements bersonnels contenus dans ce tichier sont également individuels de perfectionnement. Les renseignements rentermer les renseignements relatits aux besoins versee au dossier professionnel de l'employe peut aussi professionnel, et la formule d'évaluation de rendement réalisations de l'employe sont joints à son dossier Les documents relatifs à la participation et aux benneut avoir besoin du numéro d'assurance sociale. donnernement et donnés par des organismes privés qui tormation et de perfectionnement parraines par le frait a la participation des employes a des cours de de reglement des trais et la correspondance ayant des examens et les certificats; les pièces justificatives participation a des cours et les evaluations, les resultats bersonnelles, notamment les demandes de Description: Ce fichier renterme les données

Formation et perfectionnement

notamment les nominations, les mutations, les renseignements relatits à la carrière de l'employè, actuels et anciens employés. But : Consigner les unusines. Catégorie de personnes: Employés de renseignements informatisé des ressources ce tichier sont egalement consignes dans le Systeme qui peuvent également être conservées dans d'autres officielles, et à la santé et à la sécurité professionnelles, à la formation et au perfectionnement, aux langues également des observations relatives à la dotation, employès et les gnets. Le tichier peut rentermer de rendement, les mesures disciplinaires, l'aide aux périodes de stage, la classification, les évaluations rétrogradations, les périodes d'emploi, y compris les les mutations, le traitement, les promotions et les lieux de travail et les titres de poste, les nominations, professionnels, les curricula vitae et les références, les domiciliaire, la citoyennete, les études, les antécédents bar I, employè), le numèro d'employè, l'adresse je unimero d'assurance sociale (lorsqu'il est donné bersonnels sur l'employe, notamment l'âge, le sexe, Description: Ce fichier renterme des renseignements Dossier professionnel de l'employé Numéro de fichier: SEE PPE 802 valeur historique. Enregistrement (SCT): 004247 taçon permanente si elles estiment qu'il possède une au Canada peuvent également conserver le dossier de derneère mesure administrative. Les Archives nationale pourvu que deux ans se soient ecoules depuis la maximum de deux ans suivant le décès de l'employé, l'employé ait atteint l'âge de 115 ans, ou pendant un à la retraite, leur dossier est conservé jusqu'à ce que

administrative. Les Archives nationales du Canada deux ans se soient écoulés depuis la dernière mesure genx sus anivaut le décès de l'employé, pourvu que atteint l'âge de 115ans, ou pendant un maximum de l'employé que l'on garde jusqu'à ce que l'employé ait la retraite, leur dossier est joint au dossier personnel de valeur historique. Quant aux dossiers des employes à taçon permanente si elles estiment qu'il possède une an Canada peuvent egalement conserver le dossier de dernière mesure administrative. Les Archives nationales bonny due deux ans se soient ecoules depuis la maximum de deux ans suivant le décès de l'employè, l'employè ait atteint l'âge de 80 ans, ou pendant un ustionales du Canada qui le conservent jusqu'à ce que Par la suite, le dossier est envoyè aux Archives bersonnel de l'employe que l'on garde pendant un an, la cessation d'empioi, le dossier est joint au dossier conserve le dossier pendant la duree de l'emploi. Apres Normes de conservation et de destruction: On officielles; la santé et la sécurité protessionnelles. la formation et le perfectionnement; les langues dotation ; la rémunération et les avantages sociaux ; compatibles: Etayer les décisions portant sur la les griefs et la cessation d'emploi. Usages rendement, l'aide reçue, les mesures disciplinaires, promotions, les rétrogradations, la classification, le lichiers. Les renseignements personnels contenus dans

valeur historique. Quant aux dossiers des employés permanente si elles estiment qu'ils possèdent une peuvent également conserver le dossiers de taçon administrative. Les Archives nationales du Canada deux ans se soient écoulés depuis la dernière mesure genx sus anivaut le décès de l'employé, pourvi que atteigne l'âge de 80 ans ou pendant un maximum de au Canada qui les conservent jusqu'à ce que l'employé an et, par la suite, on les envoie aux Archives nationales Apres la cessation d'emploi, on les garde pendant un couseine les dossiers pendant la durée de l'emploi. Normes de conservation et de destruction : Un l'assurance-chomage et a son reglement d'application, cas des anciens employés, conformément à la Loi sur Emploi et Immigration Canada, en particulier dans le le but de taciliter l'émission des chéques, ainsi qu'à est aussi transmise à un établissement financier dans prestations d'invalidité de longue durée. L'information ottrent des règimes d'assurance collective pour les revenu et l'assurance-maladie, et aux compagnies qui aux gouvernements provinciaux pour l'impôt sur le Bonnernementaux pour faciliter le maintien de l'emploi, de la Fonction publique et à d'autres organismes être social Canada pour la retraite, à la Commission Canada pour le régime de pension, à Santé et Bienl'impôt sur le revenu, à Approvisionnements et Services l'Agence des douanes et du revenu du Canada pour transmet également, avec d'autres renseignements, à que les avantages sociaux reliès à la pension. On le feuille de paye, la préparation du formulaire T-4 ainsi Loi de l'impôt sur le revenu. Il sert à la gestion de la Le numéro d'assurance sociale est utilisé en vertu de la la vérification et le rapprochement de la feuille de paye. avantages sociaux ; au régime de pension ; et assurer de congés ; au traitement, aux prestations et aux s la cessation d'emploi ; à la fiche de présences et authentique des décisions relatives au recrutement et eocianx. Usages compatibles: Etablir le caractère l'uniformité de la gestion de la paye et des avantages sociale aux fins d'identification et pour assurer retenues salariales. On se sert du numero d'assurance versement du traitement et des prestations, et les d'emploi ; la fiche de présences et de congés ; le d'emploi, le régime de pension et l'équité en matière les autorisations justifiant le recrutement, la cessation anciens employés. But: Compiler les documents et Catégorie de personnes: Employés actuels et renseignements informatisé des ressources humaines. fichier sont également consignés dans le Système de Les renseignements personnels contenus dans ce traitement; et les fiches de désignation des beneficiaires. les renseignements bancaires permettant le virement du bersonne avec qui communiquer en cas d'urgence; certificats de mariage ou de décès; le nom de la de l'employe, de son conjoint et de leurs entants; les comprennent des copies des certificats de naissance des congés de maladie. Les documents d'appui cas échéant, et aux certificats médicaux à l'appui de présences et de congés, à l'équité d'emploi, le avantages sociaux, au régime de pension, à la fiche

destruction: On détruit les dossiers deux ans après et les laissez-passer Normes de conservation et de et anciens employés. But : Emettre les cartes d'identité basser. Catégorie de personnes : Employés actuels trait à l'émission de cartes d'identité et de laissezformulaires d'identification et la correspondance ayant Description: Ce fichier renferme des photos, des Cartes d'identité et laissez-passer

de fichier: SEE PPE 807 de sécurité. Enregistrement (SCT): 000157 Numéro l'employé de l'organisme qui lui a attribué une cote détruit les dossiers deux ans après le départ de Normes de conservation et de destruction: On mesures disciplinaires et à la cessation d'emploi. à la dotation, aux mutations, aux promotions, aux Usages compatibles: Etayer les décisions relatives les dossiers sur les habilitations sécuritaires du SCRS. précisés dans ce fichier et non ceux mentionnés dans sécurité, ils ne doivent examiner que les renseignements Lorsque les organismes déterminent les cotes de la gestion des mesures sécuritaires du gouvernement. la cote de sécurité et fournir des renseignements sur Employés actuels et anciens employés. But : Attribuer (SRS PPU 005 du SCRS.). Catégorie de personnes: SCRS sont gardés dans le fichier Evaluation de sécurité employés. (Les détails des enquêtes menées par le correspondance relative à l'agrément sécuritaire des casiers judiciaires ; les directives sur la sécurité et la (SCRS); les fiches d'empreintes digitales; les le Service canadien du renseignement de sécurité personnels; les résumés des enquêtes menées par Description: Oe fichier renferme les antécédents

Autorisations sécuritaires

Fichiers particuliers

et aux indemnités, aux retenues salariales et aux recrutement et à la cessation d'emploi, au traitement de téléphone, ainsi que la correspondance relative au l'état civil, l'invalidité, l'adresse domiciliaire, le numèro provincial d'assurance-maladie, le numéro d'employé, numéro d'assurance sociale, le numéro du régime personnels sur l'employé, notamment l'âge, le sexe, le Description: Ce fichier renterme des renseignements Dossier personnel de l'employé

000160 Numéro de fichier: SEE PPE 810 avait effectivement conflit. Enregistrement (SCT): potentiel est réglée ou que l'on a résolu le cas où il y après que la situation reliée à un conflit d'intérêts destruction: Les dossiers sont détruits deux ans de conflit d'intérêts. Normes de conservation et de échéant, de trouver un moyen de résoudre la situation permettent d'établir s'il y a conflit d'intérêts et, le cas conduite. Usages compatibles: Les dossiers politique de la Société en matière de normes de But : Le fichier sert à étayer la mise en oeuvre de la pourraient se trouver en situation de conflit d'intérêts. actuels et anciens employés qui se trouvent ou possèdent. Catégorie de personnes: Employés intérêts privés ou les valeurs immobilières qu'ils entre les fonctions officielles des employés et leurs concernant les conflits d'intérêts potentiels et réels des rapports d'enquête et de la correspondance situations potentielles de conflit d'intérêts, ainsi que volontaires faites par les employés concernant des Description: Ce fichier contient des divulgations Conflits d'intérêts

SEE PPE 809 Enregistrement (SCT): 000161 Numéro de fichier: l'expiration des cartes d'identité et des laissez-passer.

Chapitre 142

Société pour l'expansion des exportations

est nommée par le gouverneur en conseil. pas d'employés. Sa présidente et première dirigeante Note: La Société immobilière du Canada limitée n'a

Canada limitée. propriété exclusive de la Société immobilière du immobilière du Canada CLC limitée, une filiale en Tous les employés travaillent pour la Société

Chapitre 141 Société immobilière du Canada limitée

Présences et congés Mesures disciplinaires Langues officielles

Griefs

Stationnement

Voyages et réinstallations

Sécurité et santé au travail Rémunération et avantages

Société des ponts fédéraux Limitée

Chapitre 139

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Présences et congés

Société du crédit agricole Canada

Chapitre 140

Fichiers particuliers

Conflits d'intérêt

SCA PPE 801

conservation et de destruction: Ces documents relative à l'équité en matière d'emploi. Normes de utilisés pour élaborer et mettre en oeuvre la politique équitable. Les renseignements peuvent également être cibles d'être admis et d'être représentés d'une manière femboraires spéciales qui permettront aux groupes l'éliminer s'il y a lieu et d'introduire des mesures a discrimination systémique dans l'embauche, de d'équité en matière d'emploi afin de déterminer s'il y recueillis seront utilisés dans le cadre du Programme recueillis. Usages compatibles: Les renseignements pour lesquels les renseignements personnels ont été de tels renseignements est conforme aux usages et ce, à des fins statistiques et lorsque la conservation exemple la base de données des ressources humaines) comprenant des renseignements sur les employés (par dans ce fichier et ceux conservés dans d'autres fichiers à établir un lien entre les renseignements contenus marché du travail. Le numéro de l'employé peut servir membres des autres groupes au sein de la SCA sur le

Fichiers ordinaires

Numéro de fichier: SCA PPE 802

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

No. APC: 85-001 Enregistrement (SCT): 002803

suivent celle à l'égard de laquelle un rapport est fait.

seront conservés au moins durant les trois années qui

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Evaluation du rendement Formation et perfectionnement

conflits d'intérêt potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. Catégorie de personnes: Employés de l'institution. But: Ce fichier contient des renseignements concernant des situations de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre consigner les conflits d'intérêt dotentiels et à résoudre les situations réelles de conflit d'intérêt. Usages

d'enquête, ainsi que la correspondance concernant les

situations potentielles de conflit d'intérêt, des rapports

Description: Ce fichier contient des divulgations volontaires faites par les employés concernant des

compatibles: Appuyer les décisions sur des situations potentielles de conflit d'intérêt. Normes de conservation et de destruction: Les dossiers sont détruits deux ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. No. APC: 85-001 Enregistrement (SCT): 001626 Numèro de tichier:

réaliser un profil des employés et de comparer la visibles). Ces renseignements sont utilisés afin de personnes atteintes d'invalidité et groupe de minorités leur groupe cible (par exemple femmes, autochtones, données au sujet des employés, présentées selon renseignements qu'il est possible d'avoir toutes les Loi sur l'équité en matière d'emploi. C'est grâce à ces documentation nécessaire à la mise en oeuvre de la de sexe féminin. But : Ce fichier contient toute la des minorités visibles ou s'ils sont des personnes permanente ou continue, s'ils font partie d'un groupe autochtones, s'ils souffrent d'une invalidité physique doivent indiquer sur un questionnaire s'ils sont ant les employés des groupes cibles. Les répondants Description: Ce fichier contient des renseignements Programme d'équité en matière d'emploi

situation des membres des groupes cibles à celles des

Enregistrement (SCT): 000308 Numéro de fichier: soit immédiatement détruit. No. APC: 85-001 voit à ce que le document touchant cette mesure été annulées, c'est l'organisme ou le Ministère qui prise depuis. Lorsque les mesures disciplinaires ont autant qu'aucune autre mesure disciplinaire n'ait été laquelle les mesures disciplinaires ont été prises, en pertinentes, ou elle est de trois ans suivant la date à est mentionnée dans les conventions collectives à des mesures disciplinaires, la durée de conservation renseignements en question. Quant aux dossiers relatifs dernière utilisation à des fins administratives des pourvu que deux ans se soient écoulés depuis la décès de l'employé; après quoi, le dossier est détruit, atteint l'âge de 70 ans ou jusqu'à deux ans après le du Canada et sont gardés jusqu'à ce que l'employé ait renseignements sont transférés aux Archives nationales d'emploi, plus un an. Après cette période, les travaille actuellement l'employé pour toute la durée gardés par l'organisme ou le ministère pour lequel conservation et de destruction : Les dossiers sont Bien-être social (aux fins des pensions). Normes de (retenue des cotisations), et à Santé nationale et provinciaux ; aux assureurs de groupe ; aux syndicats traitements; aux divers régimes d'assurance-maladie et Services Canada, car ils facilitent le paiement des renseignements servent également à Approvisionnements la vérification des références professionnelles. Ces discipline; aux autorisations sécuritaires ainsi qu'à professionnelles; aux langues officielles; à la

Fichiers ordinaires

DIC PPE 801

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Formation et perfectionnement

Langues officielles

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et reinstallations

et au perfectionnement ; à l'hygiène et à la sécurité à la rémunération et aux avantages ; à la formation relatives à la dotation, aux présences et aux congés; retraite. Usages compatibles: Identifier les décisions rétrogradations, la fin de l'emploi et les pensions de les nominations, les mutations, les promotions, les documentation et de donner des autorisations pour But: Ce fichier a pour but de fournir de la Catégorie de personnes: Employés de la Société. des décisions dans les domaines susmentionnés. les renseignements personnels utilisés pour prendre dossier individuel de l'employé ne comprenne pas fichiers ordinaires décrits ci-après. Il se peut que le principaux concernant ces sujets dans les autres sécuritaires. On trouve toutefois les renseignements langues officielles; la discipline, et les autorisations concernant les indemnités et l'aptitude au travail ; les formation et le perfectionnement ; les décisions et les congés ; la rémunération et les avantages ; la de décisions concernant la dotation; les présences dossier individuel d'un employé comprend des résumés les certificats et les raisons du départ de l'employé. Le pour occuper le poste ; la fin de l'emploi, notamment les passeports et les permis d'armes à feu nécessaires y compris les publications, les brevets et les primes; agent de négociation ; les réalisations professionnelles, statut d'un employé désigné et l'identification d'un exclusions des négociations collectives, notamment le compris les périodes et les domaines de service ; les renseignements concernant le service militaire, y On peut également y trouver, le cas échéant, des les assurances, notamment les noms des bénéficiaires. niveaux, les titres et les traitements ; les pensions et notamment les numéros de poste, les groupes, les à pied et la durée de l'emploi ; la classification, périodes d'emploi, notamment les stages, les mises mutations, les promotions et les rétrogradations; les de l'organisme ou du ministère ; les nominations, les le curriculum vitae et les références; l'emplacement bulletins; les emplois antérieurs non gouvernementaux, citoyenneté ; les études (diplômes, certificats et d'assurance sociale; l'adresse domiciliaire; la personnelles, notamment l'âge et le sexe ; le numéro des renseignements concernant les caractéristiques dossier personnel de ce dernier. Ce fichier renferme travaille présentement qui exerce le contrôle sur le l'organisme ou le ministère pour lequel l'employé meilleur intérêt de l'employé et de l'employeur. C'est et organismes fédéraux soient coordonnées dans le prises en matière de personnel au sein des ministères aux usages prévus, afin d'assurer que les mesures

utilisés, en autant que ce soit d'une manière conforme

Description: Ce fichier contient le dossier sommaire

Dossier personnel d'un employé

Fichiers particuliers

SET entiqued 38

cinématographique canadienne Société de développement de l'industrie

des employés à des cours de tormation et de des frais; la correspondance relative à la participation certificats; les dossiers concernant le remboursement les évaluations ; les résultats des examens et les suivantes: les demandes pour suivre les cours, et Description: Ce fichier comprend les données Formation et perfectionnement

Numéro de fichier: SAD PPE 802 administratives. Enregistrement (SCT): 002293 dotation ou après la dernière consultation à des fins expiration de la liste d'admissibilité d'une action de dossiers sont conservés pendant deux ans après Normes de conservation et de destruction: Ces sélectionner des candidats et à doter des postes. Les postulants à un emploi. But : Le fichier sert à numéro d'assurance sociale. Catégorie de personnes: personnels, comme l'âge, le sexe, la scolarité et le du fichier une grande variété de renseignements ressources humaines. On trouve dans les dossiers moyens, notamment à l'aide du répertoire des la correspondance relative à la dotation faite par divers les offres d'emploi ; les avis destinés aux candidats ; documents relatifs aux examens et à leurs résultats; provenant du comité de dotation en personnel ; les des jurys de sélection, y compris les notes d'évaluation des candidats; les listes de candidats; les évaluations salaire ; les profils de sélection ; les demandes d'emploi dotation ; les descriptions de poste ; les échelles de Description: Ce fichier contient les demandes de Dotation

003652 Numéro de fichier: SAD PPE 801 documents du personnel. Enregistrement (SCT): d'emploi, puis ils sont confiés au Centre des conservés pendant un an après la fin de la période administrative inscrite au dossier. Les documents sont année se soient écoulées depuis la dernière mesure détruits lorsque l'employé a 80 ans, pourvu que deux conservation et de destruction : Ces dossiers sont des comptes de la rémunération. Normes de

SAD PPE 803 Enregistrement (SCT): 002294 Numéro de fichier: sont conservés pendant huit exercices financiers. conservation et de destruction: Ces dossiers et les demandes de remboursement. Normes de ainsi que les affectations à l'étranger, les avances approuver les questions de voyage et de réinstallation employés. Usages compatibles: Ce fichier sert à réinstallations et les affectations à l'étranger des des renseignements concernant les voyages, les la Societe. But : Ce fichier a pour but d'emmagasiner employés. Catégorie de personnes: Employés de réinstallations ou les affectations a l'étranger des correspondance concernant les déplacements, les reçus, les préparatifs de voyage, les itinéraires et la les avances, les demandes de remboursement, les Description: Ce fichier renferme les autorisations, Voyages et réinstallations

d'autres fichiers. Ces renseignements peuvent être

contient des renseignements succincts et connexes

peuvent influer sur une décision prise dans un autre

à des renseignements plus détaillés trouvés dans

domaine. Dans les cas susmentionnés, le fichier

lorsque les renseignements touchant un domaine

officielles ; à la discipline ; au niveau de sécurité, et

l'hygiene et à la securité professionnelles ; aux langues

avantages; à la formation et au perfectionnement; à

présences et aux congés ; à la rémunération et aux

SAD PPE 804 Enregistrement (SCT): 002295 Numéro de fichier: après la dernière consultation à des fins administratives. destruction: Ces dossiers sont conservés deux ans du rendement. Normes de conservation et de aux mutations ; aux promotions et aux évaluations aux avantages; aux présences et aux congés; à étayer les décisions relatives à la rémunération et des employés. Usages compatibles: Il sert aussi perfectionnement et à confirmer les réalisations des employés à des cours de formation et de Ce fichier sert à approuver et inscrire la participation de personnes : Employés anciens et actuels. But : perfectionnement pour chaque employé. Catégorie les renseignements touchant les besoins en dans le dossier sur les évaluations de rendement, personnels des employés, et que l'on trouve, et aux résultats obtenus sont joints aux dossiers de signaler que les dossiers relatifs à la participation l'utilisation du numéro d'assurance sociale. Il convient par des organismes privés, et qui peuvent nécessiter perfectionnement, parrainés par le gouvernement ou

les mesures disciplinaires et la fin de l'emploi. Normes sert à étayer les décisions touchant les mutations, d'intérêts réel. Usages compatibles : Ce fichier apportées pour résoudre les situations de conflit les conflits d'intérêts potentiels et les solutions de conflit d'intérêts potentiel ou réel. Il sert à consigner contient des renseignements concernant des situations personnes: Employés de la Société. But: Ce fichier immobilières qu'ils possèdent. Catégorie de des employés et leurs intérêts privés ou les valeurs conflits potentiels et réels entre les fonctions officielles d'enquête, ainsi que la correspondance concernant les situations de conflit d'intérêts potentiel, des rapports volontaires faites par les employés concernant des Description: Ce fichier contient des divulgations Conflits d'intérêts

(SCT): 003708 Numéro de fichier: SAD PPE 806 l'information est conservée cinq ans. Enregistrement où le gérant de l'immeuble est chargé du système, l'information est détruite tous les six mois. A Toronto, où la SADC gère elle-mème le système de sécurité, conservation et de destruction: Au bureau d'Ottawa, à surveiller les déplacements du personnel. Normes de l'information n'a pas beaucoup de valeur et ne sert pas de sécurité électronique présente cette fonction, ont droit d'accès aux locaux. But : Bien que le système d'assurance-dépôts du Canada et les personnes qui de personnes: Les employés de la Sociéte dans la banque de données personnelles. Catégorie utilise sa carte, la date et l'heure sont enregistrées locaux de la Société. Chaque fois qu'un employé contractuels de la SADC ont une carte d'accès aux Description: Tous les employée permanents et Accès des employés aux locaux

Fichiers particuliers

également à faciliter la vérification et le rapprochement aux pensions de retraite. Ces renseignements servent aux congés ; à la rémunérations et aux avantages ; l'embauche et à la fin d'emploi ; aux présences et sert aussi à identifier les décisions relatives à de la rémunération. Usages compatibles: Le fichier facilite la vérification et le rapprochement des comptes de retraite. Ces renseignements servent également à à la rémunérations et aux avantages ; aux pensions et à la fin d'emploi ; aux présences et aux congés ; aussi a identifier les décisions relatives à l'embauche de la gestion de la rémunération. But : Le fichier sert des fins d'identification de l'employé et d'uniformisation déductions. Le numèro d'assurance sociale sert à relatives aux traitements et allocations; et les retraite ; les présences et les congés ; les dépenses l'embauche, la fin de l'emploi et les pensions de documentation et de donner des autorisations pour anciens et actuels et il a pour but de fournir de la de personnes : Ce fichier se rapporte aux employés l'appui des demandes de congé de maladie. Catégorie congés, ainsi que les certificats médicaux fournis à avantages, la pension de retraite, les présences et les rémunération et les allocations, les déductions et les du rendement et les appréciations de l'employé, la l'embauche et à la cessation d'emploi, les évaluations du domicile, ainsi que la correspondance ayant trait à sociale, l'état civil, l'adresse et le numéro de téléphone notamment l'âge, le sexe, le numèro d'assurance concernant les caractéristiques personnelles, Description: Ce fichier renferme des renseignements Dossier personnel d'un employé

de conservation et de destruction: Ces dossiers sont conservés pendant deux ans après la dernière consultation à des fins administratives. Enregistrement (SCT): 002296 Numéro de fichier: SAD PPE 805

Société d'assurance-dépôts du Canada Chapitre 137

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Fichiers ordinaires

toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement excédentaire, de perception des dettes dues à la Couronne, de mise en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas, les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée excédentaire soient plus en vigueur. Enregistrement ou que les mesures concernant la saisie – arrêt et la distraction ne soient plus en vigueur. Enregistrement (SCT): 003133 Numéro de fichier; SHL PPE 840

Autorisations sécuritaires
Formation et perfectionnement
Mesures disciplinaires
Stationnement
Vérification de la fiabilité
Voyages et réinstallations

(SCT): 003134 Numéro de fichier: SHL PPE 845 commercial d'entreposage externe. Enregistrement survivants, les dossiers sont ensuite envoyésà un site gardés pour sept ans après le décès du participant et conservation et de destruction : Les dossiers sont a conclu une entente de réciprocité. Normes de tédéral ou à des employeurs avec lesquels la Société s des ministères ou des agences du gouvernement arrive également que des renseignements soient tournis Déclaration d'impôt sur le revenu des particuliers. Il national (impôt) pour le fichier RCI PPU 005, institutions financières et au ministère du Revenue sont fournis au Bureau fédéral du surintendant des à la pension, y compris le numèro d'assurance sociale, sur le revenu, les documents à l'appui de l'admissibilité Usages compatibles: En vertu de la Loi de l'impôt retraite et aux prestations de retraite de la SCHL et d'évaluation des politiques relatives au Régime de de recherches statistiques, de planification, d'exécution contenus dans ce fichier peuvent être utilisés aux fins qui y versent des cotisations. Les renseignements les prestations de retraite de la SCHL pour les employés retraités de la Société. But : Ce fichier sert à déterminer

gegnations et pour la correspondance connexe; qocnwents dénéraux relatits à la paye et aux sout gardés pendant quatre ans lorsqu'il s'agit de envoyès aux Archives nationales du Canada où ils de destruction: Après deux ans, les dossiers sont distraction des tonds. Normes de conservation et de pensions, de procéder à la saisie-arrêt et à la conformément à la Loi sur la saisie-arrêt et la distraction envers la Couronne et, le cas échéant, permettre, étayer le recouvrement des trop-payés et des dettes la rémunération et l'admissibilité des employés) et conciliation des comptes relatifs à la paye (par exemple, Usages compatibles: Permettre la vérification et la q, exception lorsqu'il y a des circonstances spéciales. a, szenksuce sociale; toutefois, il peut y avoir des cas des avantages soit uniforme. Il faut inscrire le numéro et atin d'assurer que l'administration de la paye et a, szentance sociale est utilise a des fins d'identification et des indemnites ainsi que les retenues. Le numero egalement a approuver le palement des traitements au sein des ministères et organismes fédéraux. Il sert l'administration de la rémunération et des avantages But: Ce fichier contient de la documentation sur personnes: Employès et retraitès de la Société. bersonnel de chaque employé. Catégorie de Bains et la pension de retraite est joint au dossier saisie-arrêt et la distraction. Le dossier touchant les des dispositions concernant les tonds relatifs a la et des avantages. Le fichier peut également comprendre correspondance connexe à l'administration de la paye y compris le numèro d'assurance sociale, ainsi que la an traitement et des avantages pour chaque employe gegnations et présente des renseignements au sujet necessaires pour la remuneration, les indemnites et les Description: Ce fichier contient les certifications Rémunération et avantages

(SC1): 002198 Numero de fichier: SHL PPE 809 sein de la SCHL. No. APC: 85-001 Enregistrement sout detruits deux ans après le départ de l'employé au de conservation et de destruction: Les documents politique relative a l'equite en matière d'emploi. Normes etre utilises a l'elaboration et la mise en oeuvre de la a, embloi. Les renseignements peuvent egalement et pour le Rapport de contrôle sur l'Equité en matière Dèveloppement des ressources humaines Canada pour les fins du rapport annuel de la SCHL à d'une manière équitable. L'information est aussi utilisée groupes désignés d'être admis et d'être représentés mesarres temporaires spéciales qui permettront aux l'embauche, de l'éliminer s'il y a lieu et d'introduire des ge gererminer s'il y a discrimination systemique dans cadre du Programme d'équité en matière d'emploi afin res renseignements recueillis seront utilises dans le bersonnels ont été recueillis. Usages compatibles: coutorme aux usages pour lesqueis les renseignements et lorsque la conservation de tels renseignements est les ressources numaines) et ce, à des fins statistiques employes (par exemple, le Système d'information sur d'autre fichier comprenant des renseignements sur les contenus dans ce fichier et ceux conservés dans peut servir à établir un lien entre les renseignements tant au Canada qu'à l'étranger. Le numéro de l'employé accès pour répondre aux besions de ses divers clients connaissances linguistiques, auxquelles la Société a reperer les competences culturelles, telles que les de l'effectif en matière d'aménagements ainsi qu'à ciéer un processus permettant de définir les beoins membres de groupes non désignés à la SCHL, à membres de groupes designés avec celle des servira, notamment, à comparer la situation des avantageux pour tous les employes. L'information couquite, de pratiquest et de systemes equitables et révision et la mise en oeuvre constantes de lignes de employés de la SCHL afin de garantir l'élaboration, la renseignements pertinents sur les besoins des et les personnes handicapées) et d'obtenir des les femmes, les Autochtones, les minorités visibles de la population active du Canada (en particulier et retenir des employés de divers horizons représentatifs mesurer les progrès que la Société réalise pour attirer a, embloi. Les donnés sont recueillies dans le but de favorisant l'application de la Loi sur l'équité en matière et de l'équité au sein des activités de la SCHL, tout en à contribuer à l'intégration des principes de la diversité But: Cette banque fournit de la documentation servant Catégorie de personnes: Employés de la Société. déficience ou s'ils tont partie d'une minorité visible. questionnaire, s'ils sont autochtones, s'ils ont une

Régime de retraite de la SCHL Description: Ce fichier contient des preuves de service antérieur, des formules de demande de pensions, des renseignements et des pièces de correspondance touchant les pensions. Pour consulter correspondance touchant les pensions. Pour consulter ces dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro de dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers, il faut indiquer nom et prénoms et numéro des dossiers et la faut de la faut de

décisions portant sur les mutations et les mesures

effectuées, y compris la date, l'heure, la durée et la consultés et les renseignements sur les opérations d'un employé et une addresse IP, les listes de sites réseau qui établissent des liens entre le poste de travail lichier peut comprendre, par exemple, des journaux de électroniques pour les employés de la SCHL. Ce d'Internet et politique sur l'utilisation des réseaux terme dans les Lignes directrices sur l'utilisation soumis à un usage détourné, au sens donné à ce soupçonner qu'un réseau électronique de la SCHL est Ces renseignements sont recueillis lorsqu'il y a lieu de sur l'utilisation des réseaux électroniques à la SCHL. Description: Le fichier renferme des renseignements Journaux de contrôle des réseaux électroniques 002994 Numéro de fichier: SHL PPE 830 cas donné. No. APC: 85-001 Enregistrement (SCT): la dernière mesure administrative prise au sujet d'un destruction: Les dossiers sont détruits cinq ans après disciplinaires. Normes de conservation et de

(SCI): 000072 Numero de fichier: SHL PPE 847 dernière utilisation qui en est faite. Enregistrement utilisés sont conservés pendant trois ans suivant la et de destruction : Les renseignements personnels les employées de la SCHL. Normes de conservation politique sur l'utilisation des réseaux électroniques par aux Lignes directrices sur l'utilisation d'Internet et mesures disciplinaires prises à la suite d'une infraction Les renseignements peuvent servir à justifier les électroniques de la SCHL. Usages compatibles: on brésumés d'usage détourné des réseaux recueillis aux fins des enquêtes sur les cas soupçonnés But: Les renseignements stockés dans le fichier sont Catégorie de personnes: Les employés de la SCHL. on non, la date, l'heure et la fréquence d'utilisation. les cas ou les codes ont pu être utilisés avec succès a, sntousation attribuées à des particuliers, y compris s'étendre à de l'information sur l'usage fait de codes nature de la visite ou de l'opération. Il peut aussi

qualifications en matière de langues officielles et les à justifier et à étayer les décisions touchant les officielles relatives aux employés de la SCHL. Il vise l'administration des politiques en matiere de langues pour but de fournir de la documentation nécessaire à personnes: Employé de la SCHL, But: Ce tichier a dossier personnel de l'employé. Catégorie de formation et les exemptions peuvent être joints au examens linguistiques, les dossiers concernant la de l'employé en matière de langues officielles. Les et la correspondance concernant les qualifications connaissance linguistique; les certificats formation de l'employé; les résultats des examens de a jidentification, comme la principale langue officielle des données personnelles de base utilisées à des tins des demandes de formation linguistique comprenant conta et des renseignements relatifs aux présences; Description: Ce fichier contient les inscriptions aux rangues officielles

demande aux répondants d'indiquer, au moyen d'un sur les membres des groupes désignés. On Description: Cette banque renterme de l'intormation en matière d'emploi Gestion de la diversité et Programme d'équité

Enregistrement (SCT): 003135 Numéro de fichier:

qui s'imposent. Avant de transférer des dossiers à un

l'information et celui-ci fait alors les recommandations

nouveau fournisseur de services, il faut obtenir un

consultant s'entendent pour qu'un tiers révise

la fin du contrat. A la fin du contrat, la SCHL et le

consultant, ce dernier conserve l'information jusqu'à

de destruction : En vertu du contrat conclu avec le service est assurée. Normes de conservation et

que la confidentialité des individus qui ont utilisé le

fournit des statistiques à la SCHL d'une taçon telle

entreprend une évaluation systématique de PAE et immédiate. Usages compatibles: Le consultant

aux employés, retraités et les membres de leur famille

Catégorie de personnes: Les employés de la SCHL,

consultant pour assurer la suite des services rendus

l'entreprise. But : L'information est utilisée par le

leurs personnes à charge ainsi que les retraités de

maintenir le caractère confidentiel du programme.

consultant et ne sont pas remis à la SCHL afin de

concernant la consultation sont conservés par le

consentement écrit de la part du client.

2HL PPE 850

groupe mentionné précédemment. Les documents afin qu'il offre le Programme d'aide aux employés au Les services du consultant, ont été retenus par la SCHL doivent communiquer directement avec le consultant. et leurs personnes à charge ayant besoin de conseils leurs personnes à charge et les retraités, leur conjoint conjoint et leurs personnes à charge. Les employès, offert aux employés de la SCHL, aux retraités, leur concernant un service-conseil volontaire et confidentiel Description: Ce fichier contient des renseignements Programme d'aide aux employés Numéro de fichier: SHL PPE 825 APC: 85-001 Enregistrement (SCT): 002993 pour 3 ans, suite à quoi ils devraient être détruits. No. participation aux cours de langue devraient être retenus 5 ans respectivement sont suggérées; les dossiers de périodes de conservation et dormante de 3 ans et pour la désignation linguistique des postes, des une période dormante d'un an devrait être ajoutée; devrait être augmentée de 2 à 5 ans, suite à laquelle des tests de la langue, la période de conservation conservation et de destruction: Pour les résultats programmes relatifs aux langues officielles. Normes de de l'employé et de vérifier l'administration des Il permet également de déterminer le statut linguistique questions de dotation, de mutations et de promotions. décisions concernant chaque employé, en matière de employés. Usages compatibles: Etayer et justifier les formation linguistique et à confirmer les réalisations des épreuves linguistiques, ainsi qu'à justifier le besoin en

542

d'emploi aux données consignées dans d'autres fichiers, à condition que l'on utilise ces renseignements personnels aux fins auxquelles ils ont été recueillis. Sur demande, des renseignements peuvent être fournis à un participant à un processus de sélection. Il faut, le cas échéant, inscrire le numéro du concours. Normes de conservation et de destruction: Les dossiers sont conservés pendant une période de deux ans suivant l'expiration de la liste d'admissibilité utilisée pour combler un poste et, ensuite, les dossiers sont détruits, pourvu que deux ans se soient écoulés depuis la dernière utilisation à des fins administratives des conseignements en question. No. APC: 85-001 senseignements en question. No. APC: 85-001

de fichier: SHL PPE 820 85-001 Enregistrement (SCT): 002992 Numéro suivant la date de reglement du grief. No. APC: dossiers sont détruits après une période de cinq ans Normes de conservation et de destruction : Les à résoudre les griefs à tous les paliers de la procédure. exclusivement pour consigner et, le cas échéant, aider renseignements contenus dans ce fichier sont utilisés de règlement des griefs. Usages compatibles : Les consigner les renseignements utilisés à tous les paliers syndiqués de la SCHL. But : Ce fichier a pour but de anjet des griets. Catégorie de personnes: Employés d'analyse ; et toute la correspondance échangée au les opinions juridiques ; les rapports d'enquête et et les réponses de la direction ; les témoignages ; des unités de négociation; les accusés de réception bar les employés syndiqués et par les représentants Description: Ce fichier contient les griefs présentés Griefs

appropriées. Usages compatibles: Etayer les Dans l'affirmative, il sert a déterminer les mesures particulièrement, à établir s'il y a vraiment harcèlement. au travail. Il sert a prendre des decisions et, plus permettent le traitement de plaintes de harcèlement d'emmagasiner les renseignements nécessaires qui Employés de la SCHL. But : Ce fichier a pour but mesures disciplinaires. Catégorie de personnes: seront transférés dans le fichier se rapportant aux prendre une mesure disciplinaire, les renseignements a, nue eudnete, on convient qu'il est necessaire de q, embloi des barties concernées. Lorsque, à la suite dossier distinct et ne pas être placés dans le dossier donnes. Ces renseignements doivent constituer un tonchant les décisions prises au sujet d'incidents direction; les analyses des situations et les dossiers témoins ; les sommations aux enquêtes faites par la accusée de harcélement; les entrevues avec les plaignants et avec la personne qui a été supposément harcèlement; les entrevues réalisées avec les concernant les plaintes et incidents reliés au Description: Ce fichier contient la correspondance le harcèlement sexuel) Harcèlement (y compris la discrimination et

> investigations de plaintes externes et à tenir un dossier des précédents. Normes de conservation et de destruction: Les dossiers sont conservés trois ans à partir de la date du règlement ou de la décision de l'appel. Enregistrement (SCT): 001938 Numéro de fichier: SHL PPE 804

SHL PPE 802 Enregistrement (SCT): 001937 Numéro de fichier: dernière mesure administrative concernant l'information. pourvu que deux ans se soient écoulés depuis la atteint (U ans ou deux ans après le decès de l'individu, dossiers sont conservés jusqu'à ce que l'individu ait de conservation et de destruction: Depuis 1977, les la protection des renseignements personnels. Normes l'entremise du Bureau de l'accès à l'information et de aux employés à leurs renseignements médicaux par spécialisés. Usages compatibles: Prévoir l'accès examens nécessitant des références aux médecins retour au travail, l'assistance aux employés et les les traitements d'urgence, les visites concernant le consultation effectuées par le Centre de Santé incluant de leur famille. But : Ce fichier contient toutes les personnes: Employés de la Société et les membres au sujet des membres de leur famille. Catégorie de sur les employés ainsi que des renseignements médicaux Description: Ce fichier contient les dossiers médicaux (1977 au 31/12/97) Dossiers médicaux des employés

brogrammes et aux services d'équité en matière les donnés d'auto-identification volontaire lièes aux candidats, doter des postes. Il est possible de rattacher q, emblor nasdes compatibles: Selectionner des les brogrammes et les services d'équité en matière Il est egalement une source de renseignements pour qui peuvent être utilisés pour la dotation de postes. externes. But: Ce fichier contient des renseignements Catégorie de personnes: Candidats internes et dotation dans le dossier personnel d'un employé). également trouver des avis relatifs à des décisions de volontaire liées à l'équité en matière d'emploi. (On peut a, szentance sociale et les données d'auto-identification l'âge, le sexe, le niveau de scolarité, le numèro renseignements personnels qui peuvent comprendre dans les dossiers du fichier une grande varièté de du répertoire des ressources humaines. On trouve moyens, notamment par voie de concours et à l'aide correspondance relative a la dotation taite par divers d'emploi ; les avis destinés aux candidats ; la leurs résultats ; les listes d'admissibilité ; les offres selection; les documents relatifs aux examens et à d'évaluation provenant des membres du comité de évaluations des jurys de sélection, y compris les notes a, embloi des candidats; les listes de candidats; les couconia ; les demandes de mutation ; les demandes de salaire; les profils de sélection; les affiches de qofation ; les descriptions de poste ; les échelles Description: Oe fichier contient les demandes de Dotation - Dossiers de compétition

cinq ans. No. APC: 85-001 Enregistrement (SCT): rendement d'employés sont conservées pendant renseignements en question. Les évaluations du dernière utilisation à des fins administratives des bonnu due deux ans se soient écoulés depuis la dècès de l'employe; après quoi, le dossier est détruit, atteint l'âge de 80 ans ou jusqu'à deux ans après le externe et sont gardes jusqu'à ce que l'employe ait sout transfèrés à un site commercial d'entreposage plus un an. Après cette pèriode, les renseignements actuellement l'employé pour toute la durée d'emploi, dossiers sont gardés par la SCHL pour lequel travaille Normes de conservation et de destruction : Les de groupe; aux syndicats (retenue des cotisations). q, szentance-maladie provinciaux; et aux assureurs renseignements sont distribues aux divers regimes verification des references professionnelles. Ces officielles aux autorisations sécuritaires ainsi qu'à la l'hygiène et à la sécurité professionnelles et aux langues avantages; à la formation et au perfectionnement; à présences et aux congés ; à la rémunération et aux Identifier les décisions relatives à la dotation, aux entente de réciprocité (retraite). Usages compatibles: aux employeurs avec lesquels la Société a conclu une gouvernement federal lors de mutations d'employès ou soient fournis à des ministères ou des agences du

SHL PPE 806 Enregistrement (SCT): 001939 Numéro de fichier: après l'activité administrative relative a un cas. destruction: Les dossiers sont conserves trois ans de police reconnu. Normes de conservation et de dossiers sont remis à la G.R.C. ou à un autre service compatibles: Dans le cas d'enquêtes criminelles, les contre la Société, ou par un employé. Usages le domaine des infractions statutaires ou criminelles véracité des allégations de mauvaise conduite dans But: Le fichier sert à faire enquête et a juger de la Categorie de personnes: Employes et grand public. des rapports et les démarches correctives entreprises. brocès-verbaux d'enquêtes, des notes d'entrevue, domaine criminel ou sécuritaire. Il contient les biaintes et irregularites au sujet de questions du Description: Ce fichier sert à la consignation des Dossiers d'enquête

002991 Numéro de fichier: SHL PPE 815

Dossiers des appels internes et des plaintes d'employés des plaintes d'employés Description: Ce fichier consigne et fournit des renseignements sur les appels internes entendus et les plaintes d'employés portées à d'autres agences telles que la Commission canadienne des droits de la personne, Développement des ressources humaines parsonne, Développement des ressources humaines langues officielles. Catégorie de personnes: Employés qui ont eu recours aux systèmes d'appel interne ou plainte de l'extérieur. But: Le fichier sert à faciliter blainte de l'extérieur. But: Le fichier sert à faciliter les enquêtes de plaintes ou d'appels internes; les

de conflit d'intérêt potentiel ou réel pour les employés des ministères et organismes fédéraux. Il sert à consigner les conflits d'intérêt potentiels et à résoudre les situations réelles de conflit d'intérêt. Usages compatibles: Étayer les décisions touchant les mutations, les mesures disciplinaires et la fin d'emploi. Normes de conservation et de destruction: Les dossiers sont détruits sept ans après que la situation reliée à un conflit d'intérêt potentiel est réglée ou que l'on a résolu le cas où il y avait effectivement conflit. I'on a résolu le cas où il y avait effectivement conflit. No. APC: 85-001 Enregistrement (SCT): 000097 Numéro de fichier: SHL PPE 808

retraite. Il arrive egalement que des renseignements rétrogradations, la fin de l'emploi et les pensions de les nominations, les mutations, les promotions, les documentation et de donner des autorisations pour la SCHL. But: Ce fichier a pour but de fournir de la securifaires. Categorie de personnes: Employes de au travail; les langues officielles; et les autorisations jes decisions concernant les indemnites et l'aptitude et les avantages ; la formation et le perfectionnement ; dotation ; les présences et les congés ; la rémunération comprend des résumés de décisions concernant la départ de l'employé. Le dossier individuel d'un employé l'emploi, notamment les certificats et les raisons du les publications, les brevets et les primes; la fin de négociation; les realisations professionnelles, y compris employe designé et l'identification d'un agent de negociations collectives, notamment le statut d'un compris les périodes et les domaines de service; les renseignements concernant le service militaire, y On peut également y trouver, le cas échéant, des assurances, notamment les noms des bénéticiaires. groupes, les niveaux, les titres et les traitements; les classification, notamment les numeros de poste, les la performance et les évaluations de l'employé, la les stages, les mises à pied et la durée de l'emploi; rétrogradations; les périodes d'emploi, notamment nominations, les mutations, les promotions et les l'emplacement de l'organisme ou du ministère; les sutérieurs, le curriculum vitae et les références; etudes (diplomes, certificats et bulletins); les emplois sociale; l'adresse domiciliaire; la citoyenneté; les notamment l'age et le sexe ; le numèro d'assurance concernant les caractéristiques personnelles, dernier. Ce fichier renterme des renseignements dui exerce le contrôle sur le dossier personnel de ce SCHL pour lequel l'employé travaille présentement professionnelles et aux langues officielles. C'est la au perfectionnement; à l'hygiène et à la sécurité la rémunération et aux avantages ; à la formation et frait à la dotation; aux présences et aux congés; à ntilisés aux fins suivantes : prendre des décisions ayant contenus dans les dossiers d'un employé peuvent être gaministration du personnel. Les renseignements la SCHL. Ce dossier est conservé afin de faciliter jes belioges q, embjoi q, nue belisoune an sein de Description: Ce fichier contient le dossier de toutes

SHL PPE 855

Enregistrement (SCT): 003295 Numéro de fichier: conservés actifs pour cinq ans et inactifs indéfiniment. conservation et de destruction : Les dossiers sont de rapports des compagnies d'assurance. Normes de fournir des statistiques afin de répondre aux exigences pour de tels accidents, en approuver le règlement et Usages compatibles: Déterminer la responsabilité au grand public de même que pour les réclamations. d'automobile survenus à des employés de la SCHL et les renseignements se rapportant aux accidents de la SCHL. But : Ce fichier a pour but de conserver hypothècaires. Catégorie de personnes: Employés des employés, les dommages matériels et les créances concernant la responsabilité, les fraudes commises par qui ont été rapportés de même que les réclamations utilisés à des fins professionnelles sur des accidents appartenant à l'Etat ainsi qu'à des véhicules privés accidents survenus à des véhicules loués ou transactions et la correspondance concernant des subis ; des décisions du tribunal ; des règlements des les accidents; des réclamations pour les dommages Description: Ce fichier confient des rapports sur Réclamations - Véhicules assurés ou non

contient des renseignements concernant des situations personnes: Employès de la Société. But: Ce fichier valeurs immobilières qu'ils possèdent. Catégorie de officielles des employés et leurs intérêts privés ou les conflits d'intérêt potentiels et réels entre les fonctions d'enquête, ainsi que la correspondance concernant les situations potentielles de conflit d'intérêt, des rapports volontaires faites par les employés concernant des Description: Oe fichier contient des divulgations Conflits d'intérêt

SHL PPE 810 Enregistrement (SCT): 002199 Numéro de fichier: suivant le départ de l'employé. No. APC: 85-001 de destruction : Les dossiers sont détruits trois ans et des laissez-passer. Normes de conservation et Usages compatibles: Emettre des cartes d'identité l'émission des cartes d'identité et de laissez-passer. d'emmagasiner des renseignements connexes à et les consultants. But: Ce fichier a pour but de personnes: Employés de la Société, entrepreneurs cartes d'identité et des laissez-passer. Catégorie et la correspondance connexe à l'émission des photographies, des formulaires d'identification Description: Ce fichier pourrait contenir des Cartes d'identification et laissez-passer

Fichiers particuliers

Chapitre 136

Société canadienne d'hypothèques et de logement

(SCT): 003547 Numéro de fichier: SCP PPE 831 pendant un minimum de deux ans. Enregistrement cours d'élaboration, mais les dossiers seront conservés destruction: Le calendrier de conservation est en les données. Normes de conservation et de de travail et préciser la période à laquelle se rapportent d'identification d'employé, indiquer leur emplacement ce fichier doivent d'abord produire leur numéro magnétique. Les employés qui demandent accès à semaines, après quoi elles sont archivées sur bande données en direct peuvent être consultées pour 16 des vérifications et à compiler des statistiques. Les des employés réguliers et occasionnels, à effectuer chaque établissement SNAP, à prévoir les affectations répartition de la main-d'oeuvre par quart de travail à autres des employés, à déterminer les schémas de dossiers servent à confirmer les droits salariaux et chaque établissement. Usages compatibles: Les répartition de la main-d'oeuvre par quart de travail à pendant les quarts et d'obtenir une ventilation de la déplacements entre les postes de travail des employés et les congés aux sites SNAP afin de surveiller les a pour but de recueillir les données sur les présences ont été assignés à un site du SNAP. But : Ce fichier ou ayant récemment quitté la SCP, qui sont ou qui Catégorie de personnes: Tous les employés actuels Dossiers individuels sur le personnel (Rémunération).

Numéro de fichier: SCP PPE 823 puis sont détruits. Enregistrement (SCT): 001364 pendant deux ans après la date d'expiration des cartes, et de destruction : Les documents sont gardés de la sécurité des immeubles. Normes de conservation cartes d'identité ou des laissez-passer, et au maintien Les dossiers servent à l'émission et à la révocation des courrier en cours de transmission. Usages compatibles: employés et des biens de la Société et de tout le à certaines installations, et à garantir la sécurité des de la Société. But : Le fichier vise à contrôler l'accès personnes: Employés qui ont accès aux installations le lieu de travail et la date d'emploi. Catégorie de qui désirent avoir accès à ce fichier doivent préciser d'incident et à l'analyse statistique. Les personnes aussi produire des rapports pour assister aux enquêtes limitée. Le système de carte d'accès et d'alarme peut L'information qui existe sur support informatique est occasionnels, ainsi que des documents d'appoint. l'inscription des visiteurs et des rapports d'incidents temporaires, des photographies, des données sur carte d'identité, des demandes de laissez-passer Description: Le fichier contient des demandes de Systèmes de contrôle de l'accès

de fichier: SCP PPE 804 88-007 Enregistrement (SCT): 001348 Numéro conservation des banques pertinentes. No. APC: par le SIRH est régie par le calendrier des délais de données relatives aux différents programmes soutenus conservation et de destruction : La destruction des entreprises, des analyses des tendances). Normes de des études d'organisation, des comparaisons interrecherche dans le domaine des relations industrielles, travail; et à d'autres fins de recherche (c'est-à-dire quant aux ressources en main-d'oeuvre/demandes de personne et l'équité en matière d'emploi, les prévisions dire le rapport sur les langues officielles, les droits de la pour la production des rapports de la gestion (c'est-àdes enquêtes et poster des publications de la Société; à un poste su sein de leur unité de travail) ; pour effectuer dn, gnx qouuees ant les employes dni sout admissibles ant les employés du relèvent de leur compétence ainsi contribueront et auront accès à certaines données la supervision des employés (les superviseurs démotions et les cessations d'emploi ; pour faciliter d'emploi, les relations du travail, la discipline, les déplacements et la réinstallation, l'équité en matière formation, la santé professionnelle et la sécurité, les perfectionnement des ressources humaines, la la paie et les presences, la planification et le sécurité, la rémunération et les avantages sociaux, organisationnelle, la dotation, les vérifications de de fonctions du personnel comme la structure compatibles: Les dossiers sont utilisés: à l'appui sociaux de tous les employés de la SCP. Usages rémunération et l'administration des avantages l'emploi de la SCP depuis 1985. But : Appuyer la ainsi que sur les anciens employés qui ne sont plus à terme, occasionnels, à plein temps ou à temps partiel, de la SCP, qu'ils soient des employés réguliers, à dossiers et des données sur tous les employés actuels des employés. Catégorie de personnes : Il y a des qu'il puisse être remplacé par le numéro d'identification recueilli et utilisé à des fins non statutaires, jusqu'à ce cessation d'emplor. Le numèro d'assurance sociale est le dossier des nominations, la date et le motif de degre de bilinguisme, information organisationnelle, travail, le lieu de travail et le numéro de téléphone, le de la semaine de travail, le salaire de base, l'unité de catégorie linguistique, le code d'exclusion, la durée occasionnel, etc.), le titre et le numéro de poste, la

Système national d'assiduité et des présences (SNAP)

Description: Cette banque informatisée renferme, sous forme de rapport, divers renseignements comme sous forme de rapport, divers renseignements comme le nom de l'employé, le numéro d'identification de l'employé, les heures de travail pendant un quart prévu, entre les postes de travail pendant un quart prévu, les heures supplémentaires, les primes de quart, les pauses de travail, les calendriers de quart, les prévus ou les jours de congé restants ainsi que les prévus ou les jours de congé restants ainsi que les absences non prévues. Il est à noter que certaines absences non prévues. Il est à noter que certaines données sur support papier peuvent se trouver aux données sur support papier peuvent se trouver aux

002077 Numéro de fichier: SCP PPE 826 celles-ci. No. APC: 88-007 Enregistrement (SCT): fait conformément aux dispositions en vigueur dans dossiers des unités qui préparent les réponses se L'élimination des documents conservés dans les puis sont détruits ou supprimés, selon le cas. sept ans après l'année où la réponse a été envoyée, automatisé sont conservés pendant une période de la lettre finale signée. Les documents écrits et l'index réponse du système informatique sont effacées une fois conservation et de destruction : Les ébauches de ainsi qu'à étudier certaines tendances. Normes de manifesté un intérêt particulier envers une question, nouveaux développements, aux personnes qui ont à faire des réponses ultérieures, justifiées par de demandes ou des demandes similaires sont présentées, des réponses, et à titre de référence lorsque d'autres le système de correspondance, surveiller la préparation Usages compatibles: Les registres servent à étayer

de fichier: SCP PPE 817 détruits. Enregistrement (SCT): 001359 Numèro financière de l'expiration du permis avant d'être sont conservés pendant deux ans après l'année conservation et de destruction: Les documents obtenus de fournisseurs privés. Normes de employés détiennent des permis de stationnement dossiers sont hors de la portée de la SCP car plusieurs organiser le co-voiturage. Il est a noter que certains stationnement. Les documents peuvent aussi aider a cas de poursuite pour violation des réglements de révocation de permis de stationnement, et dans les documents doivent servir à surveiller l'émission et la édifices de la Société. Vsages compatibles: Les le contrôle du stationnement à proximité de certains stationnement de la SCP. But : Le présent fichier vise Société qui ont demandé ou reçu un permis de d'emploi. Catégorie de personnes : Employés de la ce tichier doivent préciser le lieu de travail et les dates intormatisés. Les personnes qui désirent avoir accés à Société. Il existe aussi des dossiers d'opérations à moteur sur les terrains loués ou appartenant à la et les documents relatifs au stationnement de véhicules Description: Ce fichier réunit les demandes de permis Stationnement

Système d'information sur les ressources humaines (SIRH)

Description: Le présent fichier informatisé remplace l'ancien système du même titre (l'ancien ASPEN SIRH) ainsi que la Base de données sur le personnel. Il contient des renseignements comme la date d'entrée en fonction et le nombre d'années de service à la Société canadienne des postes, la date d'entrée en fonction à la fonction publique, la date de base et les années de service valides, le numéro d'identification de l'employé, la date de naissance, le sexe, l'adresse de l'employé, la date de naissance, le sexe, l'adresse à la maison et le numéro de téléphone, la personne avec laquelle communiquer en cas d'urgence, le type avec laquelle communiquer en cas d'urgence, le type d'employé (temps- plein, temps partiel, à terme, d'employé (temps- plein, temps partiel, à terme,

003548 Numéro de fichier: SCP PPE 832 suivant la cessation d'emploi. Enregistrement (SCT):

syndiqués qu'on dirige vers les Services spéciaux parce bersonnes: Un pourcentage restreint d'employés nonbersonnels rèunis au cours du traitement des questions

001355 Numéro de fichier: SCP PPE 812 détruits. No. APC: 88-007 Enregistrement (SCT): exemple, réglement de la question) avant d'être douze ans après le dernier emploi administratif (par documents sont conservés pendant une période de Normes de conservation et de destruction : Les Dossiers individuels sur le personnel, SCP PPE 802. prises (non motivées) peuvent être versées aux la legalite, des cas soumis. Des notes sur les decisions garantir le traitement humanitaire et conséquent, dans combatibles: Les documents y figurant servent a épineux de certains employés non syndiqués. Usages de conseils objectifs à la naute direction sur les cas été déclaré superflu. But : Le fichier vise la prestation dn,il s'agit d'employés problèmes ou dont le poste a fournisseurs (SCP PPE 820). Catégorie de frais d'inscription est aussi versé aux Comptes cessation d'emploi. Précisons que le réglement des disciplinaires, le déplacement, la rétrogradation ou la a savoir la poursuite du travail, l'imposition de mesures des recommandations et la décision prise par la suite, évaluations du problème, des solutions de rechange, gelicates concernant les employes, et comprend des Description: Ce tichier contient des renseignements gewices specialix

et l'administration de la Societé canadienne des postes.

bresident et a des demandes concernant l'exploitation

des réponses aux demandes adressées au Ministre, au

present fichier sert de référence dans la préparation

employés lorsque la demande les concerne. But : Le

contenir des renseignements personnels sur d'autres

dirigeants de la Société. Les documents peuvent aussi

on au president du conseil, au president ou a d'autres

au Ministre, aux députés, à d'autres représentants élus

concepteurs, SCP PPU 025. Catégorie de personnes:

desirent avoir acces a ce tichier doivent preciser le nom

comme les lettres d'arrivées, des ébauches de réponse

réponses finales. On retrouve certains renseignements,

compliee lors de la préparation des reponses et les

Service a la clientele, de la documentation de base

Description: Ce fichier confient, entre autres, des

Service de la correspondance

postes, des lettres dirigées aux bureaux régionaux du

et à d'autres dirigeants de la Société canadienne des

lettres envoyées ou adressées au Ministre, au président

du Service de la correspondance. Les personnes qui

courante et un index, dans le système informatisé

Lour duittee recemment qui ont adressees des lettres Fubloyès actuels de la Société et les employès qui

2nlets des timbres-poste et références sur les

fimbres-poste peuvent aussi être versees au fichier

Liecisous de les suggestions de sujets pour les de tamille et le code postal de la demande precedente.

seront conserves pendant un minimum de deux ans de conservation et de destruction: Les dossiers répondre aux demandes de renseignements. Normes employès on les services des régions du Nord; et pour ettectuer des envois intéressant particulièrement les aniveiller les présences et les trais de déplacement; bont mettre à jour les listes des employés en service; de leur famille; verifier les données de nomination, regions du Nord, y compris les trais de déplacement (avantage imposable) aux employés des services aux Determiner et administrer les indemnités de poste isole Services aux regions du nord. Usages compatibles: Rnt: Appuyer la remuneration des employes des aux règions du Nord et leurs personnes à charge. de personnes: Près de 300 employés des services individuels sur le personnel (Rémunération). Catégorie Opérations du service de la paie (voir Dossiers Comptes fournisseurs (SCP PPE 820) ainsi que les humaines, SCP PPE 804; et partagées avec les extraites du Système d'information des ressources Les données relatives aux nouveaux employés sont indemnités de poste isolé et d'autres droits spéciaux. pnieau, les données du poste, les profils annexes, les déplacements, l'unité de négociation, le profil de ant les présences, les congès, les salaires et les la date de naissance, l'adresse à domicile, les données numero d'identification de l'employe, l'état matrimonial, Les données informatisées comprennent le nom, le frais de déplacement et des dossiers de présence. déplacement et des demandes de remboursement de de citoyenneté; des documents d'autorisation de déclarations de conjoint de fait ; des certificats officiels de poste isolé, des attestations d'étude et des certificats de naissance et de mariage, des indemnités Description: Les dossiers en clair comprennent des

Services aux régions du Nord (SCT): 004000 Numèro de fichier: 5CP PPE 833 dossier #: Ressources humaines Enregistrement administratives. No. APC: 97-020 Renvoi au cinq ans suivant la dernière utilisation à des fins et les questions au Feuilleton sont conservés pendant dossiers, les pétitions de la Chambre des communes dernière utilisation à des fins administratives. Les conservée pendant deux années civiles suivant la destruction: La correspondance générale est les tendances. Normes de conservation et de similaires sont adressées, et à identifier et à suivre reference lorsque des demandes subsequentes ou préparation des réponses aux demandes, pour fin de compatibles: Les documents servent à surveiller la réponses aux demandes de renseignements. Usages fichier sert de référence dans la préparation des lorsque la demande les concerne. But : Le présent bersonnel. Catégorie de personnes: Employes, ne peut être récupérée à partir du code d'identification lieux et l'objet de la demande, car cette information à ce fichier doivent préciser les noms, les dates, les connexes.) Les personnes qui désirent avoir accès correspondance, contient des enregistrements

Relations Gouvernementales Numéro de fichier: SCP PPE 816 termeture du dossier. Enregistrement (SCI): 001358 pour la réinstallation sont détruits six ans après la Les documents du système du grand livre auxiliaire pendant les six exercices suivant la fin de la subvention. Les dossiers de subvention au logement sont conservés aquelle a été effectuée la dernière transaction financière. pendant les six exercices suivant l'année pendant et de destruction : Les documents sont conservés pour accélèrer la procédure. Normes de conservation barries engagees dans des transactions immobilieres et à des avocats représentant l'une ou l'autre des ge reinstallation et des compagnies de demenagement consentement de l'employè intéressé, à des compagnies Les renseignements peuvent être divulgués, avec le de budgétisation, de vérification et de recherche. avances, réclamations et paiements); et à des fins administrer la procédure de réinstallation (autorisations, Usages compatibles: Les documents servent à présent fichier porte sur la réinstallation des employés. travailler à la Société canadienne des postes. But : Le nouveaux employés qui doivent déménager pour venir ou qui viennent de se réinstaller, ainsi que sur les de personnes : Employés de la Société qui doivent réinstallation et les dates approximatives. Catégorie accès à ce fichier doivent préciser le lieu de la biens immobiliers. Les personnes qui désirent avoir informatisé comprend également des dossiers sur les Comptes fournisseurs (SCP PPE 820). Le système le règlement des coûts sont aussi versès au fichier grand livre auxiliaire. Précisons que les documents sur fichier automatisé des réinstallations du système du données sur les dépenses se trouvent aussi dans le des documents sur les transactions immobilières. Des correspondance sur la réinstallation et, s'il y a lieu,

(Le fichier numéro SCP PPE 826, Service de communes et des questions figurant au Feuilleton. elus, des dossiers, des pétitions de la Chambre des destinées à renseigner le Ministre et les représentants des postes et a ses programmes d'exploitation documentation se rapportant à la Société canadienne On y retrouve aussi la correspondance et la reçues, dans le système informatisé de correspondance. certains renseignements, comme un index des lettres des réponses et les réponses fournies. On retrouve qocnmentation de base compliée lors de la préparation eu vue d'obtenir des conseils ou des reponses, de la à la clientèle référées aux Relations gouvernementales lettres adressées aux bureaux divisionnaires du Service quideants de la Societé canadienne des postes, ou des au président du conseil, au président et à d'autres aussi des lettres envoyées ou adressées au Ministre, èlus ou transmises au nom des électeurs, il renterme des députés, des sénateurs et autres représentants d'exploitation émanant du personnel des ministères, Société canadienne des postes ou de ses programmes Leuseiduements telephoniques ou ecrites au sujet de la Description: Ce fichier contient les demandes de

> (SCT): 001360 Numéro de fichier: SCP PPE 819 les provinces). No. APC: 88-007 Enregistrement que le mineur ait atteint sa majorité (âge qui varie selon sont conservés pendant six années financières après mineure ne soit concernée, auquel cas les documents présentées par celle-ci, à moins qu'une personne le reglement des reclamations faites a la Société ou sont conservés pendant six années tinancières après de conservation et de destruction : Les documents police pour faciliter le règlement des sinistres. Normes avocats représentant l'une ou l'autre des parties et à la peuvent être tournis aux compagnies d'assurance, aux des sinistres. Précisons que certains renseignements bertes et à mettre en place des mesures de prèvention certaines polices en vigueur, et à aider à diminuer les à étayer les réclamations de la Société concernant bar des régleurs de l'extérieur. Ils servent également postes sont assurés, les réclamations sont traitées à la Société ou par celle-ci). Comme les véhicules des approuver les ententes de règlement (paiements faits

Refus de travailler

(SCT): 003740 Numèro de fichier: SCP PPE 806 destruction: En cours d'élaboration. Enregistrement pour les éviter. Normes de conservation et de concernés des risques et des precautions à prendre situations dangereuses et à aviser les employés conseils de sécurité du CRTC, à remédier aux Canada, à présenter la position de la Société aux menées par Développement des ressources humaines employés intéressés, à faciliter au besoin les enquêtes particulier, à mener des entrevues factuelles avec les emplacement ou d'un environnement de travail Les dossiers servent à évaluer la sécurité d'un milieu de travail sans danger. Usages compatibles: a été créé dans le but d'assurer et de promouvoir un travailler pour des raisons de sécurité. But : Ce fichier Société canadienne des postes qui ont refusé de tonction et les employes ayant recemment quitte la Catégorie de personnes: lous les employes en ils ont retusé de travailler à l'endroit dont il s'agissait. fournir des renseignements tels que la date à laquelle Les employés qui désirent consulter la banque doivent informatisés du Système sur les retus de travailler. renseignements sont conservés dans des dossiers documentation generale concernant la gestion. Certains collectives ainsi que de la collespondance ou de la livre d'information, des dossiers sur des mesures humaines Canada, des inscriptions quotidiennes au sdeufs de securite de Developpement des ressources quesses bar la Société canadienne des postes et les on des endroits dangereux, des rapports d'enquête qui choisissent de ne pas travailler dans des conditions ges letus documentes presentes par des employes Description: Ce fichier confient des dossiers tels que

Réinstallation Description: Ce fichier réunit les documents suivants : lettres d'offre d'emploi, autorisations, avances, réclamations, paiements aux fournisseurs, reçus et

Description: Ce fichier réunit des documents sur les Reclamations - gestion du risque (SCT): 005245 Numéro de fichier: SCP PPE 880 on des blessures. Normes de conservation et de couqitious anaceptiples d'occasionner des maladies bar les superviseurs actuels ou futurs pour affecter coucelues et jents lebresentants syndicaux et utilisee projets et est souvent partagée avec les employés des Services de santé et des coordonnateurs de restrictions. L'information est soumise à l'évaluation permanentes à des tâches qui respectent leurs stiecter des employès atteints d'incapacités partielles de ce fichier sont utilisés à des fins de gestion pour permanentes. Usages compatibles: Les dossiers outrepasser leurs restrictions ou leurs limites accomplissent leurs tâches ou leurs fonctions sans lettres Centre-Sud et s'assurer que ces employés permanente à l'Etablissement de traitement des

de voiture, d'incendies et d'accidents avec des tiers;

bar la Société canadienne des postes et par des tiers.

déterminer la responsabilité dans le cas d'accidents

borte sur le traitement des réclamations présentées

financière, SCP PPE 818.) But : Le présent fichier

tacteurs). (Voir aussi le fichier Cas de responsabilite

sinistres (conducteurs de vehicules de la Societe et

de personnes: Employes de la Societe victimes de

dni désirent avoir accès à ce fichier doivent préciser,

Services à la clientèle, SCP PPU 030. Les personnes

et due les reclamations portant sur le courrier en retard,

la Commission des accidents de travail, SCP PPE 845,

sont classées dans le fichier Demandes de réglement à

réclamations d'indemnisation pour accidents de travail

brésentées par des tiers) sont conservés dans le tichier

ant les accidents qui n'entrainent pas de réclamations

cenx ent les conducteurs de véhicules (y compris ceux

documents sur le réglement des trais sont aussi versés

noms des employés et des requérants, la nature de la

de la gestion du risque contient aussi certains dossiers l'effraction et le vandalisme. Le Système d'information

cansées par les incendies et les crimes comme le vol,

la nature de la biessure ou de la perte (d'emploi ou de

d'automobile et d'autres accidents avec des tiers. Les

reglement et d'autres documents sur les accidents

la proprièté, de responsabilité civile et d'accidents de

réclamations qui concernent des cas de dommages à

la circulation, des avis juridiques, des ententes de

revenu). Les documents portent aussi sur les pertes

parties en cause, leurs assureurs (s'il y a lieu), et sur

qocniments reunissent des renseignements sur les

informatisés qui donnent des renseignements sur les

au fichier Comptes fournisseurs, SCP PPE 820, que

perte et le coût des règlements. Précisons que les

Gestion du parc de véhicules, SCP PPE 825, que les

perdu ou endommagé sont versées dans le fichier

notamment, le lieu et la date du sinistre. Catégorie

nasdes compatibles: Les documents servent à

destruction: En cours d'élaboration. Enregistrement les besoins des études visant à détecter et éliminer les correctement les tâches. On s'en sert également pour

Projet de réinsertion professionnelle **SCP PPE 834** Enregistrement (SCT): 003738 Numéro de fichier: Servi a des fins administratives). No. APC: 91-020 écoulés depuis la dernière fois que les documents ont atteint l'age de 80 (pourvu que deux ans se soient nationales du Canada et détruits lorsque l'employé Société, les documents sont transférés aux Archives des postes. Deux ans après que l'employé a quitté la dne Lemployè est engagè par la Socièté canadienne destruction: Les documents sont conservés pendant départ volontaire. Normes de conservation et de versés aux employés qui ont accepté l'indemnité de aux demandeurs admissibles et traiter les paiements montants des indemnités de départ, faire des offres brogramme d'incitation, evaluer cas par cas les confirmer l'admissibilité des demandeurs au needes companibles: Les documents servent a d'incitation au départ des employés admissibles. ottrant des plans facultatifs de retraite anticipée ou appuyer les objectifs de restructuration de la SCP en de remaniement des effectifs. But: Ce fichier sert a les employès réferés au personnel du Programme retraite anticipée ou d'incitation au départ, ainsi que des postes qui ont exprimé leur intérêt à un plan de ceux ayant récemment quitté la Société canadienne Catégorie de personnes: Les employés actuels ou dans les Dossiers individuels sur le personnel. 804. On peut trouver également des fichiers connexes q, iutormation sur les ressources humaines, SCP PPE existent aussi sous torme automatisée dans le Système données fiscales ou financières. Certains fichiers conseillers en orientation de carrière, ainsi que des on les retus des offres incitatives, les renvois à des

d'employés souffrant d'une incapacité partielle Montréal. But : Appuyer la réintégration au travail majeure tels que ceux d'Ottawa, d'Edmonton ou erabilissements on centres de facteurs d'envergure brojets similaires peuvent exister dans d'autres sontitent d'une incapacite partielle permanente. Des Centre-Sud de la Société canadienne des postes qui de travailler à l'Etablissement de traitement des lettres fravaillent actuellement ou qui ont récemment cessé Categorie de personnes: lous les employés qui de reunions d'optimisation et notations chronologiques. ingées par elle permanentes, avis et comptes rendus documents de la CSPAAT concernant les restrictions historiques et des tâches initialement exécutées), initial de l'employé (dressant la liste des données les tâches essentielles dans chaque section), sommaire täches des emplois, des feuilles à cocher (établissant faches modifièes, des lignes directrices concernant les an travail, des protocoles d'entente ou des régimes de plans de retour progressit au travail ou d'optimisation les évaluations de la capacité physique au travail, des restrictions / limitations de capacites permanentes), sante des employes (indiquant les eventuelles fires de documents tels que les rapports sur l'etat de Description: Ce fichier contient des renseignements

divulgué, en particulier dans les publications internes.

Normes de conservation et de destruction: Les demandes de bourse d'études non retenues sont conservées pendant les trois exercices suivant l'année pendant laquelle la décision a été prise. Les documents concernant les demandes retenues sont conservés pendant les six exercices suivant la remise de la du Programme de bourses sont conservés pendant les six exercices suivant la réception et vérification des données d'entrée. Le calendrier de conservation est données d'entrée. Le calendrier de conservation est données d'entrée. Le calendrier de conservation est données d'entrée. Conservation est données d'entrée. Le calendrier de conservation est données d'entrée. Le calendrier de conservation est données d'entrée. Ser ppE 835

Programme de reconnaissance des longs états

(SCT): 002989 Numéro de fichier: SCP PPE 830 d'élaboration. No. APC: 91-020 Enregistrement reconnaissance des longs états de service en cours destruction: Un calendrier pour le Programme de Canada - Impôt. Normes de conservation et de paie aux fins d'inscription sur les feuillets 14 de Revenu pénétices imposables sont rapportés au Service de la Noël, le Programme de bourses d'études, etc. Les rédaction de lettres, le Programme de lettres au Père de la Société tels que le Concours national de réalisation de programmes communautaires ou autres sociales telles que des banquets et soutien à la approprié et à la retraite, organisation de rencontres commémoratifs après un nombre d'années de service pays, et utilisés aux fins suivantes: remise de cadeaux regroupés en 31 sections situées d'un bout à l'autre du compatibles: Les dossiers du Olub Héritage sont soutien à diverses causes communautaires. Usages pnt d'entretenir la camaraderie et d'apporter son actifs possédant de longs états de service qui a pour social pour les employés retraités ou les employés employés. Le Club Héritage est quant à lui un club bont souligner les longs états de service de ses moyen que la Société canadienne des postes a choisi de reconnaissance des longs etats de service est un à taire partie du Club Héritage. But : Le Programme dits (25 ans ou plus), lesqueis sont egalement invites jes employes aux longs états de service proprement de la Société qui ont au moins 10 années de service et longs états de service concerne les employés retraités bersonnes: Le Programme de reconnaissance des états de service, numéro d'identification. Catégorie de prix distribués et, dans le cas des employés aux longs de téléphone, date d'entrée en fonctions et de retraite, membres par section, adresse résidentielle, numéro service les éléments suivants : nom et numéro des Programme de reconnaissance des longs états de Description : Sont consignés dans le fichier sur le de service

Programme de remaniement des effectifs Description: Ce fichier réunit les renseignements comme les avis d'intérêt, le nom de l'employé, la durée du service, le profil salarial, les montants estimés des incitations à la retraite ou au départ, les acceptations

> Numéro de fichier: SCP PPE 807 No. APC: 91-020 Enregistrement (SCT): 001351 emploi administratif, après quoi ils sont détruits. pendant sept ans après l'année financière du dernier et de destruction: Les documents sont conservés publications de la Société. Normes de conservation les gagnants peuvent être transmis dans les besoin. Seulement certains renseignements concernant traitement des initiatives et de la remise des prix, au 804). Le système informatisé sert au contrôle du d'information sur les ressources humaines (SCP PPE individuels sur le personnel et (ou) au fichier Système primes peuvent être joints définitivement aux Dossiers les employés de la Société. Les avis concernant les récompenser les suggestions pertinentes faites par Le fichier est utilisé pour encourager, déterminer et d'intéressement à l'entreprise. Usages compatibles: 820. But : Le présent fichier porte sur le Programme être classés au fichier Comptes fournisseurs, SCP PPE concernant le réglement des coûts des primes peuvent parc de véhicules, SCP PPE 825 et que les documents sécuritaire au volant sont versés au fichier Gestion du concernant la remise de primes pour conduite

Description: Cette banque contient des données

Programme de bourses d'études

arriver que le nom des lauréats ou de leurs parents soit d'inscription à l'université pour l'année suivante. Il peut a, nue pontse nu rejevé de notes officiel et une preuve l'université. Sont requises au fins de renouvellement d'assurance sociale et la preuve de leur inscription à on demande aux lauréats de fournir leur numero des bourses mais avant l'émission des cheques, par le gestionnaire du programme. Après l'attribution choisissent les lauréats, qui en sont ensuite avisés collectivité. Des comités de sélection divisionnaires par le biais de leur engagement à l'école et dans la et des qualités de chef dont ont fait montre les candidats pontae sont évaluées en fonction des résultats scolaires bostes. Usages compatibles: Les demandes de entants des employes de la Societe canadienne des d'un programme de bourses d'études destiné aux demande de bourse. But : Soutenir l'administration à plein temps et à temps partiel qui ont présenté une Catégorie de personnes: Les enfants des employés Finances en vue de la production des relevés 1-4. Impôt. Ces renseignements sont transmis à la direction bourses d'études soient signalès à Revenu Canada, loi exigeant que les renseignements ayant trait aux des boursiers figure également dans la banque, la informatique est limitée. Le numéro d'assurance sociale à l'université. L'information qui existe sur support de recommandation et la preuve de son inscription ses travaux scolaires, ses relevés de notes, des lettres l'établissement qu'il tréquente, des échantillons de de téléphone, l'adresse et le numéro de téléphone de bonk cyadne candidat son adresse et son numero chapitre des renseignements personnels, on y trouve accordées et les lettres échangées sur le sujet. Au concernant les demandes reçues, les bourses

judiciaire. Normes de conservation et de destruction: Les documents sont gardés pendant dix ans suivant la fin de l'enquête ou des procédures judiciaires ou quasi judiciaires avant d'être détruits. Dans le cas des procédures entamées en vertu de postes, lorsqu'un arrêté d'interdiction a été émis, les documents sont conservés pendant une période de trois ans suivant l'année où l'arrêté a cessé d'être en ationales du Canada. Les documents qui, de l'avis nationales du Canada. Les documents qui, de l'avis de l'archivistique, sont conservés en permanence. No. acchivistique, sont conservés en permanence. No. APC: 88-007 Enregistrement (SCT): 001365

de fichier: SCP PPE 853 ou retirée. Enregistrement (SCT): 003932 Numéro ciud auuees civiles apres que la plainte a ete reglees déposées sont conservées pendant une période de conservation et de destruction : Les plaintes de griefs ou de poursuites en justice. Normes de désignées pour faciliter le réglement de plaintes, brésentés en cour tédérale ou à de tierces parties des réglements connexes. Ils peuvent également être mise en ouevre de la Loi sur les langues officielles et aux organismes externes responsables de surveiller la Les documents sont utilises pour fournir des rapports verification des mesures prises. Usages compatibles: les langues officielles et constituer un chemin de géposées par des employés en vertu de la Loi sur Appuyer l'enquête et le règlement des plaintes dossiers traités par le Service à clientèle). But : Commissaire aux langues officielles (n'inclut pas les soit directement auprès de la SCP, soit auprès du de personnes: Employés qui déposent une plainte plaignante accepte de dévoiler son identité. Catégorie demeurent anonymes, à moins que le plaignant ou la langues officielles. Par conséquent, les documents de l'enquête en vertu de l'article 60 de la Loi sur les L'identité des plaignants est protègée tout au long les résultats de l'enquête et le réglement qui a suivi. le genre, le lieu où le problème est survenu ainsi que exposant la nature, l'etendue et la portee de la plainte, Description: Oe fichier contient des documents Plaintes relatives aux langues officielles

Programme d'intéressement des employés Description : Le fichier comporte, entre autres, les documents suivants : titres de poste, description de la mesure d'économie, rapports d'évaluation et nature de la récompense (dont les prix en argent). Des renseignements personnels limités sont aussi versés dans le système du Programme d'intéressement à l'entreprise (PIE), notamment, le nom, la classification de l'employé, le numéro et la nature de l'initiative. Les personnes désirant avoir accès au fichier doivent préciser le numéro de l'initiative, la date et le lieu. Catégorie de personnes : Employés qui ont présenté des suggestions. Précisons que les renseignements

(SCT): 001356 Numéro de fichier: SCP PPE 813 pendant quinze ans. No. APC: 88-007 Enregistrement accessibles au public sont conservés dans le SIJRT une certaine valeur de jurisprudence, des résumés ils sont conservés en permanence. S'ils présentent comme ayant une valeur historique ou archivistique, Canada, S'ils sont considérés par l'archiviste national également transmis aux Archives nationales du exemplaire des documents de griet/arbitrage est suivant la décision rendue ou le retrait du griet. Un où alors les documents sont conservés pendant 21 ans ou son retrait, saut si le cas est soumis à l'arbitrage, conservés pendant trois ans après le règlement du grief conservation et de destruction : Les documents sont en grande partie du domaine public). Normes de direct aux résumés de sentences arbitrales (qui sont collectives. Le SIJRT fournit à la direction un accès produire des rapports en vue des négociations SIRTG facilité le traitement des griefs et permet de et l'éducation des agents des Relations du travail. Le problèmes croissants ou récurrents, et à la formation direction d'informations sur les cas chroniques et les analyses thématiques ; à la transmission à la haute

de la Justice en vue d'une eventuelle poursuite des services de police et, s'il y a lieu, avec le ministère postales, d'autres organismes fédéraux d'enquête et la direction de la sécurité d'autres administrations Certains renseignements peuvent etre partages avec intractions contre la Société canadienne des postes. de renseignements etablie pour resoudre et reduire les qocniments servent à étayer la procédure d'enquête et riansmission postale. Usages compatibles: Les de ses biens et des choses qui sont en cours de la protection des dirigeants et employés de la Société, ayant trait aux affaires postales, ainsi que d'assister à fichier vise la resolution et la réduction des intractions ant les infractions relatives au courrier. But : Le présent afférent, ainsi que des dispositions du Code criminel sur la Société canadienne des postes et du Règlement attaires postales susmentionnees aux termes de la Loi ou reconnus coupables des infractions ayant trait aux eufrepreneurs de la Société et particuliers soupçonnés tius illicites. Categorie de personnes: Employés et ies likmes sonbçonnees de se servir de la poste a des seuseignements sont recueillis sur les personnes ou armee dans des fourgons postaux. De plus, des on quanties enparances dangereuses et vois a main de mandats-poste, vol de courrier, transport d'explosits boste et des poites a lettres publiques, contretaçon internationale, vols commis dans des bureaux de les infractions commise à l'échelle nationale ou autres, les renseignements suivants : données sur de fonds; pour le grand public, le fichier contient, entre infractions comme le voi de courrier et le détournement les employes, les renseignements portent sur des des infractions commises. Pour ce qui concerne réunis au cours d'enquêtes et fait état du détail Description: Ce fichier confient des renseignements Infractions ayant trait aux affaires postales

évaluations des possibilités de prévention des accidents (Des remarques sur la tormation reçue et sur les nécessité d'autres mesures préventives et à y pourvoir. sécuritaire, à discerner les besoins en tormation et la en cas d'accident ; à attribuer les primes pour conduite arriver au règlement, avec un tiers, des réclamations, accidents et la responsabilité des dommages et à à jour ; à déterminer les possibilités de prévention des la Société canadienne des postes ; à en tenir une liste servent à valider les permis délivrés par les provinces et des véhicules. Usages compatibles: Les documents But: Le présent fichier vise l'emploi efficace et sur Conducteurs des véhicules appartenant a la Societe. date de l'accident. Catégorie de personnes: la SCP, le lieu de travail et, le cas échéant, le lieu et la doivent préciser le numéro de permis de conduire de 819). Les personnes désirant avoir accès a ce fichier fichier Réclamations - Gestion du risque (SCP PPE eutrainant des réclamations sont conservés dans le dne la majorité des documents sur les accidents informatisés pour certains renseignements. (Précisons loués ou appartenant à la Société. Il existe des dossiers document sur les accidents impliquant des véhicules matériels, négociations de règlement ou tout autre reçue, copies des réclamations pour dommages des possibilités de prévention des accidents, formation sécuritaire, fiches et rapports d'accident, évaluations ant les restrictions médicales, primes pour conduite canadienne des postes et des provinces, énoncés information sur les permis de conduire de la Societe documents suivants : déclarations de conducteurs, Description: Ce fichier réunit, entre autres, les Gestion du parc de véhicules

valeur historique est conservé pendant dix ans d'emploi. Un fichier maître des éléments ayant une sont conservés pendant deux ans après la cessation sésitsmonti atnemengiesner sel eup emêm eb sivius linguistiques, les certificats et les sommaires des cours des langues officielles, les tests des connaissances bermanents, notamment, les exemptions a l'egard deux ans après la fin de la formation. Les documents notamment les autorisations et les tests sont détruits plupart des dossiers concernant les cours et Normes de conservation et de destruction: La du Trésor et parfois établis avec ces organismes. la Commission de la Fonction publique et le Conseil officielles) des employés de la SCP sont partagés avec renseignements sur la formation linguistique (langues humaines (voir SCP PPE 804). A noter que des le fichier Système d'information sur les ressources réalisations des employés peuvent être versés dans 802), mais les renseignements sur les besoins et les Dossiers individuels sur le personnel (voir SCP PPE compétence peuvent être versés dans le fichier Les dossiers de participation, d'exemption et de superviseurs ou de leurs agents de négociation.

Enregistrement (SCT): 001349 Numéro de fichier:

seulement à des fins statistiques. No. APC : 88-007

SCP PPE 805

recherche, comme les analyses de tendances et les du travail ou à la Cour tédérale ; à des fins de social, en arbitrage, au Conseil canadien des relations Leuvoi des causes au siege des division, au siege paliers, selon la procédure qui prévoit, notamment, le à l'interprétation des conventions collectives à tous les servent au traitement et au règlement des griefs relatifs collectives. Usages compatibles: Les documents des griefs relatifs à l'interprétation des conventions collective. But : Le présent fichier sert au règlement concernant la violation présumée de la convention accreditees ou la Société canadienne des postes bersonnels soumis par des unites de negociation l'objet du grief. Catégorie de personnes : Les griefs l'arbitrage ou d'autres détails comme la date, le lieu et l'unité de négociation, le numéro du grief ou de avoir accès à ce fichier doivent préciser leur nom, remarques des arbitres. Les personnes qui désirent la nature du griet, les tondements des décisions et les des sentences arbitrales comme le nom du plaignant, traitement du grief. Le SURT contient des résumés les dates, et d'autres renseignements concernant le nom du plaignant, le lieu, le niveau et l'objet du griet, (SIJRT). Le SIRTG contient des données comme le informatisé sur la jurisprudence des relations du travail du travail sur les griets (SIRTG) et dans le Système se retrouvent dans le Système informatisé des Relations et correspondance connexe. Certains renseignements canadien des relations du travail et de la Cour fédérale et decisions et declarations d'arbitres, du Conseil tonction (pour les griets ayant trait à la classification), commission des accidents du travail), descriptions de préparés par des instances extérieures (p. ex. : police, occasionnels, rapports d'enquête et d'analyse réponses de la direction, témoignages, avis juridiques et les représentants syndicaux, avis de réception et renseignements suivants: exposés par les employés Description: Ce fichier réunit, entre autres, les Griefs et arbitrages

(SCT): 002011 Numéro de fichier: SCP PPE 825 administratif. No. APC: 88-007 Enregistrement sont conservés pendant six ans après le dernier emploi des documents sur le règlement des réclamations possibilités de prévention des accidents et des copies deux ans. Les rapports d'accident, les évaluations des conventions collectives, mais au moins pendant conformément aux dispositions des différentes ensuite détruites. Les résultats de tests sont conservés l'employé quitte la Société canadienne des postes et couservées pendant deux ans après la date où confiennent un résumé de la formation reçue, sont fiches historiques des conducteurs de véhicule, qui Normes de conservation et de destruction : Les points de démérite, suspension du permis de conduire). des données sur les dossiers de conduite (par exemple, aux ministères provinciaux des transports pour obtenir consentement de la personne intéressée, être fournis personnel. Des renseignements peuvent, avec le peuvent être versées aux Dossiers individuels sur le

et à comparer la situation des membres des groupes kesjisek nu profil personnel des groupes d'employés nasdes compatibles: Les documents servent à de déclaration de la Loi sur l'équité en matière d'emploi. Le tichier permettra egalement de satisfaire aux exigences des groupes designés au sein de l'effectif de la Société. l'atteinte d'une representation équitable des membres en matiere d'emploi de la Societe dont l'objectif est de donnees dans le cadre du Programme d'équite Te bresent tichier servira a mettre sur pied une base les personnes handicapees et les autochtones. But: groupes désignés: les femmes, les minorités visibles, recueillis à l'aide du questionnaire sont classés selon les dnestionnaire que s'ils le désirent. Les renseignements matière d'emploi. Les employés ne répondent au au questionnaire d'auto- identification d'Equité en Categorie de personnes: Employés qui ont répondu breciser leur nom au complet et leur lieu de l'emploi. bersonnes qui desirent avoir accès a ce fichier doivent egalement le numero d'identification des employes. Les le sexe, l'origine nationale et l'invalidite, il contient et imprimées, d'Equité en matière d'emploi, notamment Description: Ce fichier reunit des données, intormatisées Equité en matière d'emploi

001352 Numéro de fichier: SCP PPE 809 réglé. No. APC: 88-007 Enregistrement (SCT): cinq années civiles après l'année où le dossier a été qocniuents sont conservés pendant une période de Normes de conservation et de destruction : Les de la personne pour faciliter le réglement des plaintes. Societe et a la Commission canadienne des droits s fifre confidentiel aux autorités compétentes de la de celui-ci. Des renseignements peuvent être divulgués conbable d'harcélement dans le Dossier personnel qisciblinaire établissant la culpabilité de l'employe procédure de la Société. On peut verser un avis al la plainte est tondee sur une politique ou une on d'autres mesures correctives comme, par exemple, l'imposition de mesures disciplinaires aux employés appuyer celles qu'elle prend, sur la mutation ou recommander des décisions à la direction, ou à bas versés au dossier personnel du plaignant ; et à dne les documents concernant les plaintes ne sont eu ou non traitement injuste ou harcèlement. (Précisons documents servent à déterminer s'il y a effectivement les droits de la personne. Usages compatibles: Les tondès sur les motifs établis dans la Loi canadienne sur fichier vise le réglement des cas de traitement injuste présumées en être les responsables. But : Le présent ou harcèlement, ainsi que sur les employés qui sont qui ont déposé des plaintes pour traitement injuste de la plainte. Catégorie de personnes: Employés nom du plaignant, le lieu et la date de l'événement ou désirent avoir accès à ce tichier doivent préciser le correspondance personnelle. Les personnes qui des rapports médicaux, des évaluations et de la la plainte, mais peuvent comprendre des gnets, renseignements peuvent varier selon la nature de et des documents sur les décisions prises. Les

repondre aux demandes des employes, de leurs bromotions et les evaluations de rendement, et a la rémunération et les avantages, les mutations, les planification de la releve, les presences et les depenses, les paqgets; etayer les decisions concernant la de travail pour les agents de tormation ainsi que et à établir les calendriers de cours et les charges bosse' de candidat, a prevoir les besoins en tormation, a revaluation des desoins ; a preparer des profils de la SCP) et à attester leurs compétences ; à contribuer de tormation (y compris les cours donnés en dehors de la participation et l'evaluation des employes en stage documents servent à étayer l'approbation, l'inscription, tontrile aux employes. Usages compatibles: Les la qualité. But : Le présent fichier porte sur la formation l'entretien de l'équipement, le codage et le contrôle de les langues officielles, la commercialisation et la vente, bar la Société dans des domaines comme la gestion, barticipent à des programmes de tormation parrainés conke: Categorie de personnes: Employes qui de l'emploi, ainsi que le genre, le lieu et les dates du breciser le titre de poste, le lieu de travail et la duree bersonnes qui desirent avoir acces a ce fichier doivent sociale, lorsqu'il s'agit d'anciens documents. Les Ce fichier confient également le numéro d'assurance sont versés aux Comptes tournisseurs (SCP PPE 820). dne certains dossiers de réglement des trais d'inscription tichier Gestion du parc de véhicules, SCP PPE 825 et antiles cours de conduite de véhicules sont verses au humaines, SCP PPE 804. Précisons que les documents aussi dans le Système d'information sur les ressources formation. Des données sommaires se trouvent demandée, requise ou entreprise et, période de première langue officielle, lieu de travail, formation et correspondance connexe. Les dossiers contiennent : certificats, dossiers de réglement des trais d'inscription declarations de langue officielle, resultats d'examen, evaluations (des participants et des formateurs), demandes de cours, autorisations, inscriptions et Description: Ce fichier réunit les documents suivants: **Formation**

Numéro de fichier: SCP PPE 810 No. APC: 88-007 Enregistrement (SCT): 001353 calendrier de conservation des dossiers informatisés. rapports au Parlement. On élabore actuellement un înadn, y ce dn, ils soient nțilisés bonr préparer des destruction: Les imprimés sont conservés trois ans humaines Canada. Normes de conservation et de annuel destiné à Développement des ressources a, embloi chaque année pour produire le Rapport Enfin, on utilise les données d'Equité en matière et des politiques qui permettront de corriger la situation. s'il y a sous-représentation, à élaborer des programmes la catégorie professionnelle) au sein de la Société, et, désignés (par lieu géographique, selon le salaire et le nombre d'employés faisant partie des groupes travail. Les données statistiques servent à évaluer Société et avec leurs homologues sur le marché du désignés avec celle des autres groupes au sein de la

Description: Ce fichier réunit des lettres de plaintes Droits de la personne SCP PPE 801 Enregistrement (SCT): 001345 Numero de fichier: lorsqu'elles deviennent désuètes. No. APC: 88-007 mutations sont continuellement mises a jour et detruites d'être détruits. Les listes de mises à pied et de deux ans apres le dernier emploi administratif avant qest.nction: Les documents sont conserves pendant étayer les décisions. Normes de conservation et de dont la candidature n'a pas été retenue, pour mieux les candidats retenus peuvent être divulgués à ceux renseignements, des renseignements personnels sur ant le caractère confidentiel de la divulgation de à pied. De plus, en vertu de conditions rigoureuses ant l'ancienneté, le personnel excédentaire et les mises négociation des renseignements personnels limités d'afficher et de remettre aux agents des unités de Griets et arbitrages, SCP PPE 813). Il est possible aux nominations et aux promotions (voir au fichier et à traiter les plaintes, les appeis et les gnets relatifs concernant leur demande d'emploi et leurs entrevues, professionnel; assurer une réponse aux candidats planification de la relève et le perfectionnement les ressources humaines, SCP PPE 804; étayer la sur le personnelet au Système d'information sur dotation peuvent être versées aux Dossiers individuels vacants (des notes sur les décisions concernant la aptes à remplir de nouveaux postes ou des postes des renseignements objectifs sur les candidats les plus vacant. Les documents sur la dotation servent à fournir a, emploi sont examinées lorsqu'un poste devient des postes. Usages compatibles: Les demandes de recrutement externe de la Societe canadienne fichier porte sur les tonctions de dotation interne et postes temporaires ou permanents. But: Le présent engagées pour remplir, au sein de la Société, des Employés qui font des demandes d'emploi ou qui sont poste et le lieu de travail. Catégorie de personnes: date du concours, le cas échéant, ainsi que le titre du avoir accès à ce fichier doivent préciser le numéro et la de carrière en vérification.) Les personnes qui désirent conservés dans le système électronique du Cheminement en vérification. (Les documents informatisés sont également participent au Cheminement de carrière employés. Un nombre limité de documents peuvent Société se dote d'un système de numérotation des continuera à servir d'identificateur jusqu'à ce que la egalement le numèro d'assurance sociale, qui appels et correspondance connexe. Ce fichier contient concernant le droit d'appel, documents sur des listes d'admissibilité, offres d'emploi, avis aux candidats de candidats, notes d'entrevue et évaluations du jury, résultats, profils de personnalité dans l'entreprise, listes compétences linguistiques, feuilles d'examen, tests et

SCP PPE 802 Enregistrement (SCT): 001346 Numèro de fichier: dernière utilisation administrative). No. APC: 88-001 réserve qu'il se soit écoulé deux ans depuis la l'employé atteint l'âge de quatre-vingts ans (sous no framom us setruites au moment où no sels noits un promour de la composition della quitté, les dossiers sont transfèrés aux Archives sus sbrés l'année au cours de laquelle l'employe a Normes de conservation et de destruction : Deux d'indemnité d'accident du travail (SCP PPE 845). utilisée aux fins du traitement des demandes l'assurance médicale collective. Elle est également de retraite de Postes Canada et les prestataires de employés. L'information est partagée avec le Régime bar exemple pour effectuer des virements aux des salaires et des avantages sociaux a la Societe utilisés pour tournir l'information nécessaire à la gestion quoif. Usages compatibles: Les documents sont salaire et d'avantages sociaux auxquels l'employe a Conserver les pièces justificatives des paiements de récemment cessé de travailler à la Société. But : Catégorie de personnes: Employés actuels ou ayant renseignements sur les assurances si nécessaire.) On peut également trouver dans ce fichier des «Rémunération» des Dossiers individuels des employés. d'emploi sont également conservées au volet relatifs aux indemnites, primes, prealables et cessations autorisations, formulaires d'inscription, ID1 et dossiers sociaux (GAHAAS), (A noter que des copies des ressources humaines et administration des avantages forme électronique dans le système de Gestion des Certains des renseignements sont consignés sous succession tels que les noms des bénéficiaires. d'urgence, procurations et renseignements de divorce, désignations du plus proche parent en cas naissance, de certificats de mariate / séparation / comprennent notamment les copies d'extraits de cessations d'emploi. Les autres documents à l'appui les indemnités, les primes, les préalables et les ordres de virement ainsi que les données concernant pensions du Canada, les régimes d'épargne et les fiscale à la source, l'assurance-santé, le Régime de et autres renseignements concernant les retenues assurance collective chirurgicale-medicale, etc.), ID1 rémunération intérimaire, formulaires de dotation, (brime de rendement, prime de bilinguisme, des documents tels que des lettres d'autorisation «Renseignements personnels sur l'employé», contient

Dotation et emploi

Description: Ce fichier réunit, entre autres, les senseignements et documents suivants : offres de services sollicités ou non, accusés de réception, demandes de dotation, description de tâches, échelles de salaire, profils de choix, avis de concours, demandes de mutation, listes d'ancienneté, de major de rappel et d'admissibilité, inventaires de la main-d'oeuvre, et d'admissibilité, inventaires de la main-d'oeuvre, curriculum vitae (expérience et études), lettres de la main-d'oeuvre, des rapports d'analyse et d'enquête des témoignages, des rapports d'analyse et d'enquête des d'enquêtes et d'enquêtes et vérifications à cet égard, données sur les des rapports d'analyse et d'enquête des de la maine de la mai

Description: Ce fichier contient des notes et Dossiers de supervision

fichier: SCP PPE 803 ans. Enregistrement (SCT): 003739 Numèro de être retenus pendant une période minimale de deux Les documents utilisés à des fins de résolutions doivent travail. Normes de conservation et de destruction: qui relève de l'administration quotidienne de l'unité de des blessures et préparer toute autre correspondance mesures disciplinaires, répondre à des griefs, rapporter reconnaissance envers les employés, imposer des et faire des recommandations aux programmes de remplacements, consigner les réalisations spéciales congé, attribuer du travail, établir le calendrier des bont contrôler les présences, traiter les demandes de employès. Usages compatibles: Le fichier est utilisè être consultés tant par les superviseurs que par les emplacements de travail éloignés. Les dossiers peuvent supervision des employés, particulièrement dans les superviseurs possèdent des dossiers. But : Faciliter la récemment quitté la SCP au sujet desquels les de personnes : Employés en fonction ou ayant le lieu de travail de leur(s) superviseur(s). Catégorie de la vie privée de la SCP doivent fournir le nom et demandes formelles au coordonnateur de la protection avec leur superviseur. Ceux qui présentent des les employés sont encouragés à traiter directement de lettres et de rapports. Pour consulter les dossiers, compris des copies annotées) ainsi que des ébauches des notes lièes aux entrevues ou à d'autres sujets (y brestations d'uniforme, des registres de présences, pourrait comprendre des documents concernant les argent, SCP PPE 850). La documentation originale professionnelle, SCP PPE 851; et Cachets d'or et santé de l'employé, SCP PPE 840; Réinsertion des accidents de travail SCP, PPE 845; Dossier de PPE 813; Demandes de réglement à la Commission humaines, SCP PPE 804; Griefs et arbitrages, SCP 808 et 815; Système informatisé sur les ressources du Dossier personnel de l'employé, SCP PPE 802, (voir Dotation et emploi, SCP PPE 801; les trois volets concernant notamment les mutations et les dossiers leurs réponses, ainsi que des demandes d'employés des imprimés de courrier électronique, des griefs et entre autre sur l'assiduité et les mesures disciplinaires, évaluation de la capacité au travail, des lettres portant primes de rendement, des rapports d'accident, des des sorties imprimées du SIRH, des évaluations et des jes employês, par exemple des demandes de congê, couzerves dans d'autres banques de données sur buiucipalement de copies de dossiers qui sont à jour par quelques superviseurs et se composent l'emplacement de travail. Ces dossiers sont tenus des employés sont conservés à l'extérieur de particulièrement dans les cas où les dossiers officiels des dossiers actifs concernant les employés,

Description: Ce fichier, également appele partois (Avantages sociaux) Dossiers individuels sur le personnel

Enregistrement (SCT): 003158 Numéro de fichier: pour 100 ans suivant la fin de l'emploi avec la SCP. et de destruction : Les documents sont conservés des études épidémiologiques. Normes de conservation blessures. Certains renseignements peuvent servir à reposant sur l'incidence de certaines maladies et par exemple l'élaboration de programmes préventifs de travail à l'origine des maladies et des blessures, facilitent en outre l'étude et la correction des situations mettent l'accent sur un mode de vie sain. Ces dossiers offrir des programmes de formation à la santé qui connues à être à même de continuer à travailler et a protessionnels ou qui ont des maladies ou incapacités à sider les employés exposés à certains risques etre Joints au au dossier personnel de l'employé; renseignements confidentiels d'ordre médical peuvent (les certificats des médécins ne comportant pas de qui ont trait à des blessures et maladies lièes au travail questions de santé; à justifier les congés et prestations des conseils et une sensibilisation appropriés aux favoriser le rétablissement rapide par des interventions, de santé professionnelle et de réadaptation et à cas ; à aider les employès à faire face aux questions compatibles: Ces dossiers servent à administrer des santé professionnelle et de réadaptation. Usages au Service. But: Appuyer les programmes de ou les médecins ont communiqué des renseignements utilisé les Services de santé professionnelle ou dont le congé de maladie prolongé avec certificat, qui ont blessures et des accidents au travail ou ont pris un personnes: Employés de la Société qui ont subi des d'étude de cas conservés à part. Catégorie de informatique. Il peut y avoir des dossiers du comité renseignements peuvent être conservés sur support pathologies médicales non liées au travail. Certains du mode de vie, ou les renseignements sur des exemple les évaluations de la condition physique et professionnels peuvent également être conservés, par et les résultats. Certains renseignements médicaux non et la correspondance sur les demandes de consultation sur l'exposition aux risques professionnels, les dossiers exigences physiques, des rapports médicaux spéciaux en réadaptation professionnelle, les analyses des d'intensification des taches, le rapport des conseillers évaluations des capacités fonctionnelles, les plans l'acquisition de renseignements médicaux, les santé des employés, la correspondance relative à avec les mèdecins, les notes sur l'evaluation de la communication de renseignements, la correspondance travail, des rapports médicaux, le consentement à la d'ordre médical, des évaluations de la capacité au certificats contenant des renseignements contidentiels par l'infirmier ou l'infirmière en santé du travail, des documents sur l'administration des premiers soins aux employés de Postes Canada, notamment : les prestation de services de santé et d'orientation consignés, générés, acquis ou utilisés dans la Description: Oe fichier contient tous les renseignements Dossier de santé du personnel

SCP PPE 840

(SCT): 002010 Numéro de fichier: SCP PPE 815 administratif. No. APC: 88-007 Enregistrement conservées pendant six ans après le dernier usage national de déclaration des paiements en trop sont conservés pendant deux ans. Les données du Système cauadienne des maitres de poste et adjoints sont dossiers cumulatifs annuels de l'Association econiee apres le dernier usage administratif). Les sus (bonun dr, nue beuoge ge genx sus se soit getruits lorsque l'employe atteint l'age de quatre-vingt transmis aux Archives nationales du Canada et sont L'année de la cessation d'emploi, ces dossiers sont conservation et de destruction : Deux ans suivant griefs relatifs à la paie (SCP PPE 813). Normes de du travail (SCP PPE 845) ainsi que les plaintes et les demandes d'indemnisation d'invalidite et d'accident les dossiers de ce fichier servent aussi a traiter les l'assurance-emploi et aux reglements connexes. Entin, les cessations d'emploi, conformément à la Loi sur humaines Canada, notamment en ce qui concerne partages avec Developpement des ressources provinciaux d'assurance-maladie. Ils sont également a, accidents du travail ainsi qu'avec les organismes et retenues), avec les commissions provinciales des douanes et du revenu du Canada (objet : impot (oplet: administration des pensions), avec l'Agence partages avec le Regime de pension de Postes Canada res reseignements contenus dans ce tichier sont négociations collectives, de budgétisation, etc. direction aux fins d'analyses coûts-bénéfices, de a, sontres données sur la paie et les présences à la bar exemple, les cas de palements en trop); et fournir subbrochement des comptes de paie (pour regler, remuneration; permettre la verification et le renseignements de ceux-ci concernant leur qes employès et répondre aux demandes de notamment : calculer la paie, émettre les chèques sociaux au sein de la Société canadienne des postes, et d'administration des salaires et des avantages renseignements necessaires aux tonctions de paie compatibles: Les dossiers servent à fournir les a, syantages financiers aux employes. Usages nècessaire à l'appui des versements de salaires et quittée récemment. But : Fournir la documentation L'emploi de la Societe canadienne des postes ou l'ayant paie. Catégorie de personnes: Tous les employés à de paie particuliers ou des renseignements sur la zonysitees et breciser s'ils recherchent des dossiers tichier doivent indiquer le lieu d'emploi, les dates Canada. Les employés qui désirent avoir accès à ce et par Developpement des ressources humaines sociale, qui est requis entre autres par Hevenu Canada tichier contient également le numéro d'assurance personnel (Avantages sociaux), SCP PPE 802). Le aussi versées au fichier Dossiers individuels sur le avantages accessoires et à la cessation d'emploi sont aux allocations, aux primes d'encouragement, aux renseignements des feuillets TD1 et des dossiers relatifs lettres d'autorisation, des formulaires d'inscription, des trop et Système de paie. (A noter que les copies des

003246 Numèro de fichier: SCP PPE 808 conventions collectives. Enregistrement (SCI): sous réserve des dispositions connexes des pendant 10 ans après l'année de leur établissement, détruits. Les évaluations du rendement sont conservées 10 ans suivant la fin de l'emploi avec la SCP, puis qestruction: Les documents sont conserves pour leur unité de travail). Normes de conservation et de empioyes dui sont admissibles a un poste au sein de ge jent competence ainsi qu'aux données sur les et ont accès aux données sur les employés qui relèvent enbervision des employes (les superviseurs contribuent on les broblèmes d'assiduite ; et pour faciliter la d'emploi ; pour mener les entrevues visant la discipline les mutations, les rétrogradations et les cessations la formation, les relations du travail, les promotions, ressources humaines, les evaluations du rendement, dotation, la planification et le perfectionnement des bersonnel comme la structure organisationnelle, la res qossieus sout ntilisés : à l'appui de tonctions du carrière de chaque employé. Usages compatibles: négociation.) But : Appuyer le développement de la kégions ou pour les membres de certaines unités de de carrière n'existent pas encore dans certaines quitté la Société canadienne des postes. (Les dossiers La plupart des employés actuels ou ayant récemment la catégorie linguistique. Catégorie de personnes: du poste, le lieu de travail, le numèro de concours et renseignements comme le numero d'employe, le titre tormules de perfectionnement professionnel et autres tormules d'inventaire des ressources humaines, les d'assiduité et de présence, les profils d'employés, les de remerciement, la documentation des problemes les langues officielles, les lettres de discipline, les lettres gocriments relatits a l'examen des connaissances sur certificats de formation, les résultats d'examens, les le curriculum vitae et les references, les diplômes, les d'offre, les évaluations pendant la période de probation, les renseignements concernant la dotation, les lettres personnel cadre et exempt et certains employés), contient les évaluations du rendement (pour le de «Gestion des ressources humaines - Employé», Description: Ce fichier, également appelé fichier Dossiers individuels sur le personnel (Carrières)

Dossiers individuels sur le personnel (Rémunération)

Description: Ce fichier contient notamment des lettres d'autorisation, des feuillets T4 et d'autres renseignements sur les retenues d'impôt, les cotisations syndicales, le régime de pensions du Canada, les rabais, le régime d'épargne et, s'ill y a lieu, les renseignements concernant les indemnités, les primes, les préables, les paiements en trop, la les primes, les préables, les paiements en trop, la aux demandes de prestations d'accident de travail. Certaines des données ont été informatisées et versées dans les systèmes de Cerdian et dans les systèmes suivants de la Société canadienne des postes:

des cas de plaintes ou quand on procède à des vérifications. Normes de conservation et de destruction: Les documents sont gardés pendant une période de deux ans suivant le dernier emploi administratif (c'est-à-dire après la décision d'accéder ou non à la demande, ou après le traitement de demandes subséquentes ou de plaintes portant sur la demandes subséquentes ou de plaintes portant sur la demande subséquentes ou de plaintes portant sur la demande initiale) avant d'être détruits. Enregistrement (SCT): 001342 Numéro de fichier: SCP PPE 829

Numèro de fichier: SCP PPE 828 d'être détruits. Enregistrement (SCT): 001366 ou d'annotation, ou au règlement des plaintes) avant bersonnels, au traitement des demandes de correction vertu de la Loi sur la protection des renseignements communication des renseignements demandés en administratif (qui correspond normalement à la genx sus anivant l'année de leur dernier emploi qest.nctiou: Les documents sont gardes pendant les findunaux. Normes de conservation et de reglement des plaintes et des causes portees devant de la vie privée et à la Cour fédérale pour accélérer le peuvent être divulgués au Commissaire à la protection étre joints aux documents demandés. Les documents et les renseignements divulgués à des tiers peuvent concernant les fichiers non consultables, les corrections rapport annuel au Parlement à cet égard. Les mentions d'annotation, à répondre aux plaintes et à préparer le les demandes de communication, de correction ou Usages compatibles: Les documents servent à traiter a, nu registre de verification des mesures prises. des renseignements personnels, ainsi que la tenue bresentees conformement a la Loi sur la protection fichier vise le traitement des demandes et des plaintes brésentées par une tierce partie. But : Le présent anlet desquels des demandes exceptionnelles ont ête ont déposé une plainte interne ou formelle ; ou au renseignements personnels de Postes Canada, qui personnels au Coordonnateur à la protection des vertu de la Loi sur la protection des renseignements de documents et des demandes d'avis internes en de communication, de correction et d'annotation Employés qui ont présente des demandes officielles demandes présentées. Catégorie de personnes: g ce tichier doivent preciser is date approximative des nue decision. Les personnes qui desirent avoir acces bont recueillir leur avis ou leur demander de prendre personnel chargé de la coordination de la vie privée, barrie, et d'autres sujets soumises aux membres du siusi dne les demandes exceptionnelles d'une tierce brivée et sur leur réglement, les plaintes informelles, adressées au Commissaire à la protection de la vie Il contient aussi les documents sur les plaintes compris des mentions sur les fichiers non consultables. demandes et renseignements relatifs à leur traitement, y bar les personnes concernées, réponses à ces tormules de demande de communication présentées Description: Le fichier réunit les documents suivants: protection des renseignements personnels Demandes / plaintes relatives à la Loi sur la

003159 Numero de fichier: SCP PPE 845 retour au travail de l'employé. Enregistrement (SCT): aux Archives nationales du Canada deux ans après le dernière blessure. Les données du SIDA sont contiées sus anivant l'exercice au cours duquel a eu lieu la documents ecrits sont conservés pendant cent (100) Normes de conservation et de destruction : Les de produits chimiques par des employes de la Société. exemble eu ce dni a frait aux deversements accidentels renseignements restreints a Iransports Canada, par des demandes de règlement. On transmet des de négociation, afin de faciliter l'administration aux médecins traitants et aux représentants d'unités à Développement des ressources humaines Canada, être transmis aux commissions des accidents de travail, épidémiologiques. Certains renseignements peuvent Certains renseignements peuvent servir à des études sur la fréquence de certaines maladies ou blessures. par la préparation de programmes préventifs fondés d'entraîner des maladies et des blessures, par exemple et la correction des conditions de travail susceptibles SCP PPE 813). Ces fichiers facilitent également l'étude sécurité et à l'environnement (voir Griets et Arbitrage, griefs et appels relatifs à la santé professionnelle, à la accidents et de protection de la santé et à traiter les toute information utile à des fins de prévention des travailler, ce qui comprend le retour au travail ; à fournir maladie ou invalidité sont capables de continuer à à certains risques professionnels ou atteints d'une préciser les conditions auxquelles les employés soumis réclamations et au redressement des comptes); à de données de CAT servent au réglement des congés pour blessure au travail (le SIDA et la banque et l'administration des prestations d'invalidité et aux commissions des accidents de travail provinciales

buivee, ou par un delegué, quand il y a enquête sur examinés par le commissaire à la protection de la vie politique de la Societe. Les documents peuvent être de la Loi sur la Société canadienne des postes et de la is Loi sur la protection des renseignements personnels, fournis, et en tenir un registre; à garantir le respect de cuarges de taire respecter la loi, ou qui leur ont ête verifier les renselgnements demandes par les organismes nasdes companibles: Les documents servent a canadienne des postes sont düment autorisées. renseignements personneis detenus par la Societe charges de faire respecter la loi, en vue d'obtenir des dne les demandes présentées par les organismes participent. But : Le présent fichier a pour but d'assurer Employes du tont l'objet d'une enquête ou qui y leur adresse au complet. Catégorie de personnes: avoir acces a ce tichier doivent tournir leur nom et renseignements connexes. Les personnes qui désirent est acceptee), queiques avis jundiques et des aur les renseignements divulgués (si la demande bar des organismes d'enquete, ainsi que des documents Describtion: Le fichier réunit des demandes déposées employes

Demandes émanant d'organismes d'enquête -

001362 Numéro de fichier: SCP PPE 821 d'un avis d'octroi de grâce. Enregistrement (SCT): Les dossiers criminels sont détruits sur réception date de cessation d'emploi, avant d'être détruits. écrits sont conservés pendant deux ans après la conservation et de destruction : Les documents sécuritaires des deux organismes. Normes de et du SCRS est versé, s'il y a lieu, au fichier Contrôles sur le personnel. Le détail des enquêtes de la GRC de sécurité peut être versée aux Dossiers individuels que commandent leurs fonctions. Une note sur la cote

Demandes de règlement à la Commission

taciliter le traitement des demandes de réglement trait aux biessures et maladies lièes au travail ; a les services de réadaptation professionnelle) qui ont prestations et congés médicaux payés par les CAT et à autoriser les congés et les prestations (y compris les l'éducation à la santé et des conseils professionnels; qu'ils ne s'aggravent par des interventions pertinentes, à faire face à leurs problèmes médicaux et à éviter compatibles: Ces fichiers servent à aider les employès de la Commission des accidents de travail. Usages accidents de travail. But: Appuyer les programmes une demande de règlement aux commissions des travail ou qui ont présenté un rapport d'accident ou Employés de la Société blessés ou accidentés au à la SCP par le DRHC. Catégorie de personnes: nationale de CAT qui reflète tous les coûts chargés de la blessure, il existe aussi une banque de données ainsi que la date, le lieu et les détails de l'accident ou avoir acces à ce fichier doivent preciser le lieu de travail, de numéros d'identification. Les personnes qui désirent Société puisse le remplacer par son propre système continuera à servir d'identificateur jusqu'à ce que la contient en outre le numéro d'assurance sociale, qui du risque, SCP PPE 819 respectivement). Ce fichier véhicules, SCP PPE 825, et Réclamations - gestion travail sont conservés au tichier Gestion du parc de pas rapport avec les commissions des accidents de brésentées par la Société ou contre elle et qui n'ont la Société ou concernant les demandes de réglement concernant les accidents impliquant des véhicules de indirects associés. (A préciser que les renseignements cause et la gravité des accidents et les coûts directs et employés blessés, ainsi que sur le lieu, la nature, la certaines données de base (âge, sexe, etc.) sur les de données sur les accidents (SIDA). Le SIDA contient certains dossiers automatisés au Système informatisé maladies non lièes au travail. Il existe également être conservés, notamment sur les blessures et Certains renseignements médicaux peuvent également sur les demandes de consultations et les résultats. Invididues occasionnelles; dossiers et correspondance et correspondance et formules connexes; opinions présentées aux commissions des accidents de travail et les blessures ou maladies professionnelles ; demandes renseignements: rapports d'enquête sur les accidents Description: Ce fichier contient divers types de des accidents de travail

Enregistrement (SCT): 001363 Numéro de est immédiatement détruit. No. APC: 88-007 d'un avis d'octroi de grâce, le casier judiciaire verification et sont ensuite détruits. Sur réception les deux années suivant celle où s'est terminé la destruction: Les documents sont conservés pendant un casier judiciaire. Normes de conservation et de à la GRC pour vérifier si les personnes en question ont engager. Des renseignements peuvent être divulgués déterminer la fiabilité d'une personne qu'on compte Usages compatibles: Les documents servent à Société et de tout le courrier en cours de transmission. à garantir la sécurité des employés et des biens de la à d'autres biens de valeur. But : Le présent fichier vise de l'accès facile qu'ils ont au courrier, à de l'argent et sécurité, mais dont il faut contrôler la fiabilité en raison éventuels de la Société qui n'ont pas de cote de Catégorie de personnes: Employés actuels et préciser le lieu de travail et les dates d'emploi. bersonnes qui désirent avoir accès au fichier doivent sur les ressources humaines, SCP PPE 804. Les données contenues dans le Système d'information sommaires peuvent aussi exister sous forme de et documents connexes. Des renseignements judiciaires, des recommandations, jugements, appels cas échéant, des empreintes digitales, des casiers d'identité relatives aux casiers judiciaires et , le Description: Ce fichier réunit des vérifications Contrôles de la fiabilité

fichier: SCP PPE 822

la cote de sécurité des personnes correspond à celle Les imprimés informatisés mensuels servent à vérifier si les mutations, les promotions et les cessations d'emploi. la cote de sécurité, et à étayer les décisions concernant compatibles: Les documents servent à déterminer comportant des risques à la sécurité. Usages occupent ou pourraient occuper des tonctions servant à déterminer la fiabilité des employés qui But: Le présent fichier est une source d'information à des informations et des systèmes de nature délicate. certaines fonctions qui donnent accès à des biens, et Société qui occupent ou sont sur le point d'occuper d'emploi. Catégorie de personnes : Employés de la ce fichier doivent préciser le lieu de travail et les dates renouvelée. Les personnes qui désirent avoir accés à celle requise par le poste, et si cette dernière doit être comprennent le nom, la cote de sécurité accordée et les ressources humaines, SCP PPE 804, Ces données qouuees contenues dans le Système d'information sur sommaires peuvent aussi exister sous forme de pardons, et documents connexes. Des renseignements défavorables, appels, mises à jour, révocations et du renseignement de sécurité (SARS) jugements résumés d'enquêtes de la GRO et du Service canadien le cas échéant, empreintes digitales, casiers judiciaires, verifications d'identité relatives aux casiers judiciaires et, qocnments enivants: antécédents personnels, Description: Ce fichier réunit, entre autres, les Controles sécuritaires

(SCT): 001763 Numéro de fichier: SCP PPE 818 sont applicables. No. APC: 88-007 Enregistrement

Conflits d'intérêts (SCT): 001361 Numéro de fichier: SCP PPE 820 vérification. No. APC: 88-007 Enregistrement à des fins de planification, de budgétisation et de anamentionnés et a émettre les cheques nécessaires; dépenses, frais et réclamations et autres déboursés res goonweuts serveut a justifier le palement des financiers aux employés. Usages compatibles: employés. But: Ce fichier sert à payer les avantages gracieux et d'autres frais divers qui sont accordés aux associations, des récompenses et des montants à titre d'indemnité de poste isolé et des cotisations à des de logement, des trais d'inscription à des cours, nu remboursement pour des frais de déplacement et personnes: Employés de la Société qui demandent paiement (endroit, nature et dates). Catégorie de on des reclamants et tournir des details sur le bréciser s'ils sont des employés, des entrepreneurs bersonnes qui désirent avoir accès à ce fichier doivent dans le fichier Réinstallation (SCP PPE 816). Les aux mutations et aux réinstallations sont conservés règlement de frais et les documents connexes relatifs tournisseurs. Precisons que les documents de trouvent aussi dans le fichier informatise Comptes paiements. Des documents sur les opérations se et de frais, le réglement de réclamations et d'autres justificatives visant le remboursement de dépenses relatives aux dépôts, correspondance et autres pièces reçus, demandes de chêque, avances, instructions réclamations, autorisations, rapports de dépenses, Description: Ce fichier réunit les documents suivants: Comptes fournisseurs

Enregistrement (SCT): 002156 Numéro de fichier: les documents sont détruits. No. APC: 86-001 la fin du conflit, réel ou potentiel. Après deux ans, les deux années suivant la cessation d'emploi ou qestruction: Les documents sont conserves pendant cessation d'emploi. Normes de conservation et de ce soit nue mutation, des mesures disciplinaires ou la er' le cas echeant, a aider la prise d'une decision, que servent à déterminer l'existence de conflits d'intérêts, q'intérêts. Usages compatibles : Les documents seut à la mise en oeuvre de la politique sur les conflits d'intérêts réels ou potentiels. But : Le présent fichier duittée récemment, qui sont impliqués dans des conflits Societe canadienne des postes, ainsi que ceux qui l'ont Catégorie de personnes: Tous les employés de la tichier doivent préciser leur nom, et leur lieu de travail. rattachant. Les personnes qui désirent avoir accès à ce potentiels, de même que toute la correspondance s'y a, eudreges bortant sur les conflits d'intérêts réels et jes activités extérieures des employés et des rapports confidentiels, des rapports financiers, des rapports sur ant les conflits d'interêts et, à l'occasion, des rapports Description: Ce fichier reunit des renseignements

SCP PPE 814

contormement aux normes de conservation qui leur fichiers de renseignements susmentionnes se fait relimination des documents connexes figurant aux pendant six années financières suivant l'année du et de destruction : Les documents sont conservés situation ne se reproduise. Normes de conservation prendre les mesures nécessaires pour éviter que la Société, qu'il s'agisse de recouvrer des fonds ou de situations qui ont entraîné des pertes financières à la compatibles: Les documents servent à corriger les recouvrement de sommes dues à la Société. Usages les pertes subies par la Société, et de faciliter le d'étude sur la responsabilité financière qui examinent Rnt: Te bresent tichier a pour but d'aider les comites Société ayant subi des pertes réelles ou soupçonnées. la perte. Catégorie de personnes : Employés de la cas, comme la date, le lieu, la nature et le montant de et toute autre information pouvant servir à identifier le désirent avoir accès à ce fichier doivent fournir leur nom Affaires juridiques (SCP PPE 827). Les personnes qui Dossiers individuels sur le personnel ainsi qu'au fichier documents juridiques peuvent être classés au fichier et autres procédures judiciaires). Précisons que les recouvrement, le paiement, les poursuites, saisies comités et information de suivi (par exemple, sur le le traitement des cas, décisions rendues par les aur les pertes, témoignages, avis juridiques concernant rapports de crédit occasionnels, rapports d'enquête renseignements suivants: titre de poste, lieu de travail, Description: Ce fichier reunit notamment les Cas de responsabilite financiere

Numèro de fichier: SCP PPE 850

usage administratif. Enregistrement (SCT): 003160

conservés pendant cinq années civiles après le dernier

les données du système automatisé des cachets, sont

ainsi que les documents qui s'y rattachent, incluant

selection du gagnant. Les nominations des gagnants

qui s'y rattachent sont détruits immédiatement après la

destruction: Les nominations rejetées et les documents

fichier SCP PPE 804). Normes de conservation et de

d'information sur les ressources humaines (voir le

remporté un prix peut également être consigné au

80:) ou au dossier qui le concerne dans le Système

dossier individuel de l'employé (voir le fichier SCP PPE

et de publications internes et externes. Le fait d'avoir

cérémonie annuelle. Le nom des gagnants peut être

gagnants de chaque categone en tonction de criteres

comités divisionnaires de sélection, qui choisissent les

accuse réception des mises en nomination et on vérifie

Reconnaître et souligner les réalisations exceptionnelles

récompenses attribuées pour l'assiduite sont consignées

des employés de la SCP. Usages compatibles: On

dans les Dossiers individuels sur le personnel. But:

employés, SCP PPE 807; les données sur les

dans le dossier Programme d'intéressement des

prédéterminés. Les prix sont remis au cours d'une

les faits présentés avant de soumettre le tout aux

divulgué (avec leur consentement) par le biais d'affiches

de fichier: SCP PPE 827 été jugée. Enregistrement (SCT) : 002078 Numéro sout conservés cent (100) ans après que la cause a de jurisprudence), les avis et les conseils juridiques anivant l'année du reglement, Les memoires (source Iniidiques sont conservés pendant vingt et un ans supifices et les documents connexes sur les duestions deposees par la Societe ou contre elle, les jugements la propriété, avant d'être détruits. Les réclamations l'année d'expiration du contrat ou de la cession de couseines beugsut nue beloge de dix sus snivaut conservation et de destruction : Les dossiers sont la Société et à protèger ses intérêts. Normes de et des conseils juridiques à la Société et à représenter compatibles: Les document servent à fournir des avis valeur juridique de representation pour celle-ci. Usages Invidiques fournis à la Société et documents ayant des documents portant sur des avis et des conseils questions juridiques. But : Le présent fichier réunit Société et les employés qui l'ont quittée traitant de Catégorie de personnes: Employés actuels de la qsus a suffice de renseignements personnels. documents juridiques peuvent aussi être versés Précisons que des copies des avis et d'autres q, snfkes directions juridiques concernant la Societe. les memoires, les avis et les conseils juridiques et sur la Société, les contrats et les ententes, les arbitrages, les réclamations potentielles ou réelles par ou contre Description: Ce tichier confient des documents sur

Affaires juridiques 005246 Numéro de fichier: SCP PPE 885 est en cours d'élaboration. Enregistrement (SCT): et de destruction : Le calendrier de conservation à l'administration du régime. Normes de conservation statistiques et de feuilles de données destinées à aider être utilisées à des fins d'établissement de rapports l'employé. Les données du fichier peuvent également basses et le cacul du manque à contribuer eventuel de feuillets T10, les facteurs d'équivalence pour services gecents a equivalence rectifies pour l'etablissement des a equivalence pour l'établissement des teuillets 14, les les prestations de pension rachetée, les facteurs les prestations partagées des ménages dissous, prestations de conjoint et les prestations de survivant, de retraités prèvus par le régime, y compris les maintenir et verser les prestations d'employès et survivants. Usages compatibles: Administrer, pension à tous les membres du RPPC et à leurs But: Calculer, autoriser et verser les prestations de Canada qui sont membres du RPPC ou sont retraitées. données sur toutes les personnes à l'emploi de Postes Catégorie de personnes : Il existe des dossiers et des lors de la production des tormulaires fiscaux appropriès. est également consigné aux fins d'identification légale retenues fiscales. Le numero d'assurance sociale y personnes retraitées et des survivants, crédits et renseignements bancaires, adresses postales des salariales, y compris l'état de tiers-saisi s'il y a lieu,

versées pour les suggestions retenues sont consignées service, SCP PPE 830; les données sur les primes Programme de reconnaissance des longs états de états de service sont consignées dans le dossier qouvees ant les récompenses accordées pour longs Gestion du parc de véhicules, SCP PPE 825 ; les automobile exemplaire sont consignées dans le dossier (Nota: les données sur les prix remis pour conduite dans la catégorie participation au sein du club héritage. les employes retraités qui ont été mis en nomination soi, bénévolat, leadership et équipe de l'année. Aussi à la clientèle, croissance des affaires, dépassement de en matière de normes de service, service exceptionnel gans l'une ou l'autre des categories, soit devouement res employes actuels qui ont ete mis en nomination broduction des relevés 1-4. Catégorie de personnes: 2011 ILANSMIS & 12 CILECTION FINANCES EN VUE DE 12 Fes renseignements touchant les avantages imposables que l'information appuyant leur mise en nomination. résidentielle et leur numèro de téléphone, de même nom des candidats, leur lieu de travail, leur adresse On y trouve au titre de renseignements personnels le renseignements sur le traitement de ces donnees. «Cachet d'or» et «Cachet d'argent», ainsi que des enr les mises en nomination visant les divers prix Describtion: Cette bandue contient des données Cachets d'or et d'argent

Numéro de fichier: SCP PPE 811 ans est à l'étude. Enregistrement (SCT): 001354 moins deux ans. Une durée de conservation de sept qocnments constitués sont conservés pendant au Normes de conservation et de destruction : Les Lopteution prealable du consentement de l'interesse. renseignement personnel n'est divulgué à un tiers sans a, oueuration ne portent pas de diagnostic et qu'aucun a evaluer des programmes. Precisons que les agents de la tréquence d'apparition de certains problèmes, et brogrammes de prévention et de formation en fonction de counseling, entre autres ; à aider à l'élaboration de employes et a leur assurer un suivi serieux au moyen res gocniuents servent a apporter de l'aide aux bar des soins professionnels. Usages compatibles: personnels ou liès au travail, qui peuvent être résolus canadienne des postes aux prises avec des problèmes barticipation volontaire des employes de la Societe aur le programme d'aide aux employés fondé sur la téléphonique (sans trais). But : Le présent fichier porte employe communique avec le service d'aide bersonnes: Un document est constitue lorsqu'un en composant le 1-800-668-9920. Catégorie de à taire directement affaire avec les Services à la tamille aux renseignements sur leur compte sont encouragés ces dossiers. Les personnes qui désirent avoir accès employés, Lesquels peuvent conserver la gestion de par les Services à la famille du Programme d'aide aux nature confidentielle du programme, les cas sont traités restreinte de renseignements; en effet, en raison de la Description: Ce fichier contient une quantité très Aide aux employés

(SCT): 004033 Numéro de fichier: SCC PPE 801 administratives. No. APC: 98-005 Enregistrement

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

et d'avion Accidents d'automobile, de bateau, d'embarcation

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Vérification de la fiabilité

Stationnement

Voyages et réinstallations

Chapitre 135 Société canadienne des postes

l'employé, liste de paie, information sur les retenues cotisables, durée de la semaine de travail, statut de aux fins de contribution, base des gains annuels et motif de cessation d'emploi, montant des retenues allocations cotisables, chronologie d'embauche, date négociation, catégorie d'emploi, salaire de base, de téléphone du domicile, indicateur d'unité de du changement d'état civil, adresse et numéro d'identification, Idate de naissance, le sexe, date

> propositions et les nominations rejetées sont détruites dossiers qui ont des répercussions sur les précédents conservés durant six ans, puis ils sont détruits. Les conservation et de destruction : Les dossiers sont l'application des lois, autorités provinciales. Normes de reçus. Usages compatibles: Organismes chargés de candidats à des distinctions honorifiques ou qui les ont Ce fichier a pour but d'identifier les employés qui sont Employés du Service correctionnel du Canada. But : et du Conseil du Trésor. Catégorie de personnes: honorifiques et de présentations de prix du Service sur l'administration des programmes de distinctions Description: Ce fichier renferme des documents

Enregistrement (SCT): 003906 Numéro de fichier:

de conservation, certains de ces dossiers sont alors évaluation. Lorsque survient l'expiration de la période

sont conservés pendant cinq ans suivant la dernière

oeuvrant dans le domaine de la santé. Normes de aussi être remis à des représentants des provinces

75 ans, ou, s'il est âgé de 70 ans, ou plus, les dossiers

conservés jusqu'à ce que l'employé ait atteint l'âge de conservation et de destruction : Les dossiers sont

des vérifications internes. Les renseignements peuvent

de planification, d'évaluation, de statistiques, et pour gestion des programmes et à des fins de recherche,

renseignements peuvent servir à l'interne à des fins de

décisions scientifiques. Usages compatibles: Les et fournir des données statistiques en matière de

mesures de suivi et de prévention de la tuberculose,

évaluations de la tuberculose sur les employés du SCC,

ce fichier est de conserver des dossiers sur toutes les Employés actuels et anciens du SCC. But : Le but de service à Santé Canada. Catégorie de personnes :

du Canada ou de Santé Canada, ou à l'infirmi(è)r(e) en

d'exercer un contrôle sur la mise en oeuvre des

Canada aux fins des archives et les autres sont détruits. placés sous la garde des Archives nationales du

Prix et distinctions honorifiques

SCC PPE 806

deux (2) ans après la dernière utilisation à des fins la date d'expiration de la période de conservation. Les établis doivent être transférés aux Archives nationales à

Fichiers particuliers

nombre d'années ouvrant droit à pension, Inuméro couverts par le RPPC. Notamment : date d'admissibilité, a emploi des employés et des personnes retraitées les caractéristiques démographiques et la situation de Postes Canada (RPPC) contient des données sur Description : Le fichier sur le Régime de pension Administration des pensions

Dossiers sur l'évaluation de la tuberculose Description: Ce fichier renferme certains types, ou tous les types, de renseignements suivant: renseignements démographiques, histoire médicale passée et présente, y compris l'histoire médicale sur la tuberculose, symptômes de la tuberculose, documentation syant trait aux examens cutanés

Mantoux et autres renseignements ayant trait au Programme pour le Contrôle et la Prévention de la Tuberculose du Service correctionnel du Canada (SCC). Les individus qui désirent obtenir ces renseignements doivent fournir leur nom et prénom, date de naissance, et l'endroit où se trouve le dossier qu'ils désirent obtenir. Ces demandes peuvent être envoyées soit à la Direction de l'Accès à l'information et protection des renseignements personnels du Service correction des renseignements personnels du Service correctionnel

Fichiers particuliers

Chapitre 134

Service correctionnel du Canada

le SCRS transfère le dossier aux Archives nationales s des fins administratives; au terme de cette période, écoulés depuis la dernière fois où le dossier a été utilisé après le décès du sujet, pourvu que deux ans se soient le sujet ait atteint l'âge de 90 ans ou pendant deux ans sont conservés par le Service au moins jusqu'à ce que destruction: Les dossiers des employés du SCRS statistiques. Normes de conservation et de vérification, de planification, d'évaluation et de peuvent enfin servir à des fins de recherche, de des renseignements personnels. Ces renseignements conformes aux dispositions de la Loi sur la protection humaines et des plans de rémunération sont les liaisons concernant la gestion des ressources remplir le mandat qui lui est conféré par la loi. Toutes sources de renseignements afin que le SCRS puisse d'information ou pour établir des liaisons avec d'autres dans ce fichier peuvent également servir comme source Secrétariat du Conseil du Trésor. Les données figurant 761) de la Commission de la Fonction publique et de POE POE et Système informatisés statistiques (CFP POE des carrières, Système de collecte de données sur les formation et le perfectionnement, Système de gestion sur les congés sans solde, Système d'information sur la employés, Système Versements/Retenues, Système officielles, Fichier d'information sur la mobilité des supplémentaires, Système d'information sur les langues les congés, Système de rapports sur les services d'information des titulaires, Système de rapports sur ou pour la liaison avec les systèmes suivants : Système sélectif. Elles peuvent servir de source d'information tenu d'une application stricte du principe de l'accès d'autres ministères et organismes fédéraux, compte relations de travail dans la Fonction publique ainsi qu'à collective de la Fonction publique, à le Commission des Canada, aux assureurs des régimes d'assurance négociateurs de la Fonction publique, à Statistique à la commission de la Fonction publique, aux agents Développement des ressources humaines Canada, condoléances. Elles peuvent être communiquées à et pour rédiger des lettres de félicitations ou de utilisées pour vérifier des références professionnelles sécurité et aux pensions. Elles peuvent également être aux langues officielles, à la discipline, aux cotes de

Stationnement

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Fichiers ordinaires

(SCT): 002146 Numéro de fichier: SRS PPE 819 frais de voyage ou de réinstallation. Enregistrement l'exercice financier durant lequel il y a eu règlement des destruction: Les dossiers sont détruits six ans après statistiques. Normes de conservation et de de vérification, de planification, d'évaluation et de peuvent également servir à des fins de recherche, demandes de remboursement). Ces renseignements affectations à l'étranger (autorisations, avances, es réinstallations (approbations), ainsi que les Administrer les fonctions touchant les voyages et employés du SCRS. Usages compatibles: réinstallations et les affectations à l'étranger des des renseignements concernant les voyages, les SCRS. But: Ce fichier a pour but d'emmagasiner employés. Catégorie de personnes: Employés du réinstallations ou les affectations à l'étranger des correspondance concernant les déplacements, les reçus, les préparatifs de voyage, les itinéraires et la les avances, les demandes de remboursement, les Description: Ce fichier renferme les autorisations, Voyages et réinstallations

du Canada s'il a une valeur historique ou archivistique. Sinon, il le détruit. Les dossiers sur les langues officielles sont conservés par le Service pendant cinq ans après la date de la dernière inscription, puis présences, les données sur les inscriptions, les présences, les demandes d'inscription aux cours de langue et les compétences acquises sont éliminées deux ans après la date du dernier document versé au deux ans après la date du dernier document versé au conservés pour cinq ans après la terminaison sont conservés pour cinq ans après la terminaison d'emploi puis ils sont examinés en vue de leur retrait. Enregistrement (SCT): 003784 Numéro de fichier: SRS PPE 808

bettectionnement, a l'hygiene et a la sécurité au travail, et aux avantages sociaux, à la formation et au d'emploi et au multiculturalisme, à la rémunération medicaux, a l'aide aux employes, a l'equite en matiere a la dotation, a la planification de la releve, aux examens l'employe et du SCHS, y compris les décisions relatives coordonnées et certifiées dans l'intérêt à la fois de le secteur de la gestion des ressources humaines sont taire en sorte que les mesures prises au Service dans res données que renterme ce tichier peuvent servir à administratif et opérationnel. Usages compatibles: ressources humaines du SCRS dans les secteurs But: Ce tichier a pour but de faciliter la gestion des des renseignements touchant les langues officielles). et certains candidats à un poste (ex., pour ce qui est tichiers. Categorie de personnes: Employés du SCRS ces anlets se trouvent toutetois dans divers autres de sécurité. La plupart des renseignements concernant dne ges renseignements sur la discipline et les cotes concernant les indemnites et l'aptitude au travail ; ainsi formation et le perfectionnement ; des décisions des données sur la planification de la relève, la les mutations ou les renvois pour raisons médicales; de décisions par l'administration sur des points comme l'établissement des droits aux prestations, de la prise de maladie; des renseignements médicaux aux fins de bresences et les certificats médicaux pour les conges les congés, y compris les registres des congés et des de decisions concernant la dotation; les presences et d'être détruit. Ce fichier renterme aussi des résumés extraire ce dossier, qui est conserve cinq ans avant de leurs aptitudes en gestion afin que nous puissions goineur indiquer la date approximative de l'evaluation dossiers qui les intéressent. Les personnes intéressées le processus pour être autorisés à consulter les demandeurs doivent preciser quel a ete leur role dans mesures correctives qu'il a prises. A cet égard, les sur les langues officielles, ses recommandations et les bar le Service des plaintes déposées en vertu de la Loi Jichier comprend en outre des données sur l'examen les certificats et les raisons du départ de l'employé. Ce renseignements sur la cessation d'emploi, notamment ten nècessaires pour occuper le poste ; ainsi que des et les primes ; les passeports et les permis d'arme à brotessionnelles, y compris les publications, les brevets l'identification de l'agent négociateur ; les réalisations collectives, notamment le statut d'employe designe et de service ; les exclusions des négociations militaire, y compris les périodes et les domaines échéant, des renseignements concernant le service bénéficiaires. On peut également y trouver, le cas pensions et les assurances, notamment les noms des et les traitements; ainsi que des informations sur les numéros de poste, les groupes, les niveaux, les titres la durée d'emploi ; la classification, y compris les d'emploi, notamment les stages, les mises à pied et les promotions et les rétrogradations ; les périodes à l'interne et à l'externe, de leurs aptitudes en gestion; aptitudes, réalisations et intérêts); et les évaluations, le niveau de rendement de l'employé (habiletès,

dossier pour fins administratives. Enregistrement (SCT): 002140 Numéro de fichier: SRS PPE 813

de fichier: SRS PPE 827 etre detruits. Enregistrement (SCI): 003300 Numero Archives nationales du Canada; les autres doivent valeur sur le plan des archives doivent etre remis aux Les dossiers jugés de nature historique ou qui ont une soient ecoules depuis la dernière mesure administrative. ce dne Lemployè atteigne 90 ans ou que deux ans se gestruction: Les dossiers sont conserves jusqu'a bersonnels. Normes de conservation et de de la Loi sur la protection des renseignements a, syantages sociaux sont contormes aux dispositions unusines et les programmes de remunération et les liaisons concernant l'administration des ressources planification, d'évaluation et de statistiques. Toutes pensions ; être utilisée à des fins de vérification, de beuziou a, iuvaliaite de la Commission canadienne des servir à déterminer l'admissibilité de l'employé à une brogrammes de rémunération et d'avantages sociaux ; et à des fins, de dotation et d'administration des l'intérieur des mécanismes de recours ou de griets nasdes compatibles: L'information peut servir à course les dualités souhaitées pour certaines tonctions. et evaluer les qualites particulieres des candidats waladie ou l'admissibilite aux programmes d'assurance; dotation d'un poste ; établir les droits aux congés de santé constitue un critère déterminant eu égard à la de santé; présenter des recommandations lorsque la s s'acquitter de ses tonctions compte tenu de son état de leurs familles. But : Etablir la capacité de l'employé bersonnes: Les employes du SCRS et les membres pas connaître les résultats de leurs tests. Catégorie de moins que les candidats précisent qu'ils ne souhaitent bendant le processus d'examen des demandes, à taçon de communiquer avec celui-ci leur sont donnees présence d'un préposé désigné. Les instructions sur la fests psychologiques ou medicaux peuvent le faire en dni gesikeut prendre connaissance des resultats de leur ne portent pas sur la santé au travail. Les employés beacupologiques et des dossiers d'examen de sante qui Description: Ce fichier contient des évaluations Services de santé

Services du personnel du SCRS

Description: Ce fichier contient les caractéristiques personnelles, soit l'âge, le sexe et le code d'identification de dossier personnel; l'adresse personnelle; la citoyenneté; des renseignements sur les études citoyenneté; des renseignements et diplômes); des données sur les langues officielles, notamment les inscriptions aur les langues officielles, notamment les inscriptions à des cours de langue, les fiches de présence, les demandes d'inscription et les compétences acquises, ainsi que les exigences linguistiques des postes et les primes au bilinguisme; des renseignements sur les emplois antérieurs ailleurs qu'à la Fonction publique; les curriculum vitae et les les curriculum vitae et les références; l'emplacement des organismes concernés; les nominations et les mutations; les évaluations du rendement, y compris mutations; les évaluations du rendement, y compris

depuis la dernière utilisation du dossier pour fins administratives. Enregistrement (SCT): 002130 Numéro de fichier: SRS PPE 823

Sécurité et santé au travail

sus se soient écoulés depuis la dernière utilisation du 90 ans ou deux ans après son dècès, pourvu que deux moins jusqu'à ce que l'employé ait atteint l'âge de maladies au travail sont conservés par le Service au destruction: Les dossiers sur les accidents et les statistiques. Normes de conservation et de de vérification, de planification, d'évaluation et de benneut également servir à des fins de recherche, dans des conditions contrôlées. Ces renseignements de maladies ou d'incapacités de confinuer à travailler conditions qui permettront à certains individus souffrant ient securité on celle des autres et etablir des continuer à travailler sans préjudice pour leur santé, brotessionnels déterminés soient en mesure de ci ; assurer que des individus sujets à certains risques conditions de travail ou qui sont aggravées par celleset les incapacités subséquentes qui découlent des moyen permettant de prévenir les lésions, les maladies aiuzi dn, a la paye et aux avantages sociaux ; servir de accidents du travail), aux congés d'accident au travail (y compris celles des commissions provinciales des counexes aux indemnités destinées aux travailleurs au SCRS. Usages compatibles: Etayer les décisions etticace de chaque programme de sécurité et d'hygiène protection de la santé, et de permettre l'administration de lésions, afin de prévenir les accidents, d'assurer la s l'hygiène au travail ainsi que les causes d'accidents et consigner tous les détails se rapportant à la sécurité et les lésions et les maladies professionnelles. Il vise à autorisations de congés et d'indemnités touchant des accidents, la protection de la santé et les d'hygiène au travail au SCRS, notamment la prévention à l'administration des programmes de sécurité et a pour but de fournir la documentation nécessaire de personnes : Employés du SCRS. But : Ce fichier conservés dans le fichier SRS PPE 814. Catégorie à leur sujet et le règlement de ces accidents sont concernant les accidents de véhicules, les enquêtes des employés de l'Etat, DRHC PEC 701). Les dossiers les sommes déboursées. (Dossier sur l'indemnisation et la correspondance connexe, et des dossiers touchant responsable conservent les demandes d'indemnisation ressources humaines Canada ou l'organisme provincial correspondance connexe. Développement des ses conclusions, ses recommandations et la Comité de sécurité et d'hygiène au travail a été saisi, confient des renseignements sur les plaintes dont le dossiers sur les premiers soins administres. Ce fichier conservent, dans le dossier médical de l'employé, des SCRS aux Services de santé. Les Services de santé connexe. Ces documents sont conservés par le des maladies professionnelles et la correspondance d'enquête sur des accidents et sur des lésions ou Description: Ce fichier comprend des rapports

à des fins de vérification. Enregistrement (SCT): 002133 Numéro de fichier: SRS PPE 824

après sont décès, pourvu que deux ans soient écoulés dne l'employe ait atteint l'age de 90 ans ou deux ans rapportent à la rémunération sont conservés jusqu'à ce soit plus en vigueur. Les autres documents qui se et l'ordonnance de saisie-arrêt ou de distraction ne soient réglés, les sommes dues soient recouvrées couzeives jusqu'à ce que les paiements excédentaires distraction de pensions, cas où les dossiers sont ou exécuter des ordonnances de saisie-arrêt ou de excedentaires, recouvrer des sommes dues a l'Etat financière, saut s'il taut régler des paiements vue de leur retrait deux ans après la fin de l'année ainsi que de la correspondance, sont examinés en générale touchant la rémunération et les déductions documents d'usage ainsi que la documentation rémunération, aux heures travaillées, les autres destruction: Les documents relatifs aux taux de statistiques. Normes de conservation et de vérification, de planification, d'évaluation et de des budgets, ainsi qu'à des fins de recherche, de gans ce tichier peuvent etre utilisés pour l'établissement verification des cotisations. Les renseignements verses des régimes collectifs et aux syndicats, aux fins de la aux divers régimes de santé provinciaux, aux assureurs faciliter le versement des salaires et des cotisations publics et Services gouvernementaux Canada, pour Des renseignements sont également tournis à Iravaux a Loi sur la saisie-arrêt et la distraction de pensions. l'exécution des ordonnances émises dans le cadre de dettes envers la Couronne et, le cas echeant, permettre rétributions) et le recouvrement des trop-payés et des relatifs à la paye (par exemple, la rémunération et les Permettre la vérification et la conciliation des comptes a des circonstances spéciales. Usages compatibles: toutefois, il peut y avoir des cas d'exception lorsqu'il y sociale doit être obligatoirement fourni pour ce fichier; paye et des avantages sociaux. Le numèro d'assurance et afin d'assurer l'uniformité de l'administration de la a, seen succe sociale est utilise a des fins d'identification et des indemnités ainsi que les retenues. Le numéro également à approuver le paiement des traitements sein des ministères et organismes fédéraux. Il sert de la remuneration et des avantages sociaux au fichier contient de la documentation sur l'administration de personnes : Employès de l'institution. But : Ce au dossier personnel de chaque employe. Categorie tonchant les gains et la pension de retraite sont joints saisie-arrêt et la distraction des tonds. Les dossiers également comprendre des dispositions concernant la de la paye et des avantages sociaux. Le fichier peut ainsi que la correspondance connexe à l'administration employé, y compris le numéro d'assurance sociale, du traitement et des avantages sociaux pour chaque déductions et présente des renseignements au sujet nécessaires pour la rémunération, les indemnités et les Description: Ce fichier contient les certifications Rémunération et avantages sociaux

recherche, de vérification, de planification, d'évaluation et de statistiques. Normes de conservation et de destruction: Les données sur le Régime des primes d'attestation du mérite des employés du SCRS sont conservées pendant 12 ans, puis on détermine s'il y a lieu de les transférer aux Archives nationales. Celles sur les suggestions et les candidatures rejetées sont transférés aux Archives nationales si les suggestions des employés ont mené à des changements importants au niveau des politiques. No. APC: 86-001 SERS PPE 822.

SRS PPE 822
Programmes d'équité en matière d'emploi et du multiculturalisme
Description: Ce fichier contient des renseignements personnels sur les employés et certaines initiatives d'équité en matière d'emploi. Tous ces renseignements d'équité en matière d'emploi.

contenues dans ce fichier peuvent également servir sont examinés en vue de leur retrait. Les données d'emploi sont conservés au moins deux ans, puis ils destruction: Les dossiers sur l'équité en matière matière d'emploi. Normes de conservation et de en oeuvre de la politique connexe à l'équité en également être utilisés à l'élaboration et à la mise eduitable au Service. Les renseignements peuvent alconbes aésignés d'être représentés d'une manière des mesures temporaires spéciales qui permettront aux gans l'embauche, de l'eliminer s'il y a lieu et d'introduire afin de déterminer s'il y a discrimination systémique programme d'équité en matière d'emploi du Service, renseignements recueillis sont utilisés dans le cadre du ant les employès, ou encore à ces deux fins. Les fins statistiques, pour obtenir des renseignements Le ministère peut recueillir des données pour des renseignements personnels. Usages compatibles: en matière d'emploi et la Loi sur la protection des est conforme aux dispositions de la Loi sur l'équité nécessaire à l'administration du Programme d'équité sur le marché du travail canadien, loute liaison Service qui ne le sont pas et celle de leurs homologues alconbes gesignés à celle des groupes au sein du employès et comparer la situation des membres des sout ntilisés pour dresser un profil personnel des faisant partie de minorités visibles). Ces renseignements antochtones, personnes handicapees et personnes et appartenance à un groupe désigné (femmes, a optenir un tableau complet des employés, par sexe C'est grâce à ces renseignements qu'il est possible politique d'équité en matière d'emploi au SCRS. documentation nécessaire à la mise en oeuvre de la Employés du Service. But : Ce fichier contient toute la partie d'une minorité visible. Catégorie de personnes: leur nom et s'ils sont autochtones, handicapés ou font demandé aux répondants d'indiquer, de leur plein gré a, embloyes on de systemes informatiques. Il est q, eufreyues, ou compilés à partir de dossiers out été recueillis au moyen de questionnaires ou a, édnité en matière d'emploi. Tous ces renseignements bersonnels sur les employès et certaines initiatives Description: Ce fichier confient des renseignements

SRS PPE 830 Enregistrement (SCT): 003631 Numéro de fichier: après la dernière mesure administrative qui a été prise. et de destruction : Les dossiers sont détruits cinq ans vérification et de statistiques. Normes de conservation être utilisés à des fins de recherche, de planification, de les appels relatifs à la classification. Ils peuvent aussi fichier peuvent servir à résoudre les griets ultérieurs ou compatibles: Les renseignements contenus dans ce procédures de recours liées à la classification. Usages renseignements personnels recueillis dans le cadre des Employés du SCRS. But : Faciliter l'accès aux demandes de recours. Catégorie de personnes: inscrire les numéros des postes et les dates des Pour que l'information puisse être repérée, il faut information personnelle relative à la résolution du grief. du Comité de recours, les avis de décision et toute de leurs postes, les accusés de réception, le rapport

Primes d'encouragement et distinctions

renseignements peuvent également servir à des fins de utilise les NAS aux fins de l'impôt sur le revenu. Ces des Services gouvernementaux émet les chèques et récompense. Le ministère des Travaux publics et justifie, en raison de son caractère unique, une déterminer si la suggestion ou la demande de prime d'attestation du mérite des employés du SCRS, afin de gouvernementaux qui participent au Régime des primes on bonr les liaisons avec les autres établissements tichier peut être utilisé comme source d'information pour vérifier à rebours les dépenses de fonds. Ce bonk établir des précédents au sujet des primes et renseignements contenus dans ce tichier sont utilisés William Stephenson. Usages compatibles: Les employes du SCRS, ou admissibles à la Bourse Sir ou du Régime des primes d'attestation du mérite des distinction dans le cadre des programmes du SCRS les personnes admissibles à une prime ou à une Stephenson. But : Le fichier a pour but de répertorier ainsi que ceux qui ont demandé la bourse Sir William d'attestation du mérite des employés du SCRS, distinctions du SCRS, au Régime des primes brogrammes des primes d'encouragement et des candidature a été proposée ou qui ont participé aux de personnes: Les employés du SCRS, dont la services ou le Prix Sir William Stephenson. Catégorie dossier en vue de leur décerner la Prime de longs renseignements sur les employés dont on a étudié le a l'initiative. Ce fichier renterme egalement des remplis, concernant soit la prime au mérite ou la prime ainsi que des rapports de recommandations, dûment opérations de la Fonction publique ou du SCRS, tonctions, ou des suggestions pour améliorer des l'appui de contributions méritoires concernant leurs comprendre des curriculum vitae, des descriptions à d'une bourse du SCRS. Ces renseignements peuvent mérite du SCRS ainsi que sur ceux qui ont bénéficié dans le cadre du Régime des primes d'attestation du aur les employes qui ont ete nommes pour des primes, Description: Le fichier contient des renseignements

beugant cinq ans apres le reglement definitif du concernant les griets et l'arbitrage sont conservés de conservation et de destruction : Les dossiers planification, d'évaluation et de statistiques. Normes servir à des fins de recherche, de vérification, de travail dans la Fonction publique. Ils peuvent également renvois à l'arbitrage de la Commission des relations de echeant, aider a resoudre les griets y compris les nfilises excinsivement pour consigner et, le cas Les renseignements contenus dans ce fichier sont dans la Fonction publique. Usages compatibles: au niveau de la Commission des relations de travail des griets et de la procédure d'arbitrage, y compris renseignements utilisés à tous les paliers de réglement du SCRS. But: Ce fichier a pour but de consigner les et a l'arbitrage. Catégorie de personnes: Employès susilyses; et toute la correspondance relative aux griets obinions jundiques; les rapports d'enquete et les réponses de la direction ; les témoignages ; les de négociation ; les accusés de réception et les par les employés et par les représentants des unités Description: Ce fichier contient les griefs présentés Griefs et arbitrage

administrative qui a été prise. Enregistrement (SCI): leur retrait deux ans après la date de la dernière mesure destruction: Les dossiers sont examinés en vue de relatives à la plainte. Normes de conservation et de gecisious buses a la suite de l'enquete et de l'analyse tin a cette situation. Usages compatibles: Etayer les gisciblinaires, qu'il convient de prendre pour mettre les mesures appropriees, y compris les mesures discrimination et, dans l'affirmative, pour déterminer du'il s'agit vraiment d'un cas de harcèlement et/ou et/on discrimination en milieu de travail, pour etablir nécessaires pour traiter les plaintes de harcélement de l'institution. But : Consigner les renseignements qisciblinaires. Categorie de personnes: Employes ils doivent être transferes dans le fichier des mesures weente giscibiliusite est prise a la suite d'une enquete, dans le dossier personnel du plaignant. Lorsqu'une constituer un dossier distinct et ne pas être versés sujet d'incidents donnés. Ces renseignements doivent jes susj\zes qes evenements et les decisions prises au récapitulations des enquêtes taites par la direction; a, eutrevue avec les témoins des incidents; les bialgnants et les présumes harceleurs; les rapports discrimination; les rapports d'entrevue avec les relative aux plaintes de harcelement et/ou de Describtion: Ce tichier contient la correspondance Harcelement et discrimination en milieu de travail SRS PPE 816 Enregistrement (SCT): 002743 Numero de fichier: differend, puis ils sont examines en vue de leur retrait.

SRS PPE 811 Enregistrement (SCT): 002138 Numèro de fichier: puis transférés aux Archives nationales du Canada. tormation spécialisée sont conservés pendant dix ans celui-ci atteigne l'âge de 90 ans. Les dossiers sur la bar chaque employe est conservee jusqu'a ce que couseines bendant deux ans. La liste des cours suivis destruction : Les dossiers généraux sur les cours sont et de statistiques. Normes de conservation et de recherche, de verification, de planification, d'evaluation renseignements peuvent également servir à des fins de protection des renseignements personnels. Ces sout conformes aux dispositions de la Loi sur la des ressources humaines et des plans de remuneration dessus, loutes les liaisons concernant l'administration d'établir des liaisons avec les fichiers énumères cide données sur les postes. Il est également possible ant les congés sans solde ; et le Système de collecte professionnel des agents de renseignements; Système langues officielles; Programme d'avancement aupplementaires; Systeme d'information sur les ant les congés; Système de rapports sur les services Systeme Versements/Retenues; Systeme de rapports tichiers suivants: Système d'information des titulaires; de ce système comme source d'information pour les ministères et organismes tédéraux. On peut se servir publique, Statistique Canada, ainsi que d'autres publique, les agents négociateurs de la Fonction matière d'emploi, la Commission de la Fonction le Fichier de données sur le programme d'équité en Ce système peut servir de source d'information pour fichier sur la rémunération et les avantages sociaux. de la paye des employes figurent egalement dans le employes. Les renseignements relatifs à l'administration de perfectionnement et confirmer les réalisations des barticipation des employés à des cours de formation et SCHS. Usages compatibles: Approuver et inscrire la brogrammes de formation et de perfectionnement au tournir de la documentation pour l'administration des Employés du SCRS. But : Ce fichier a pour but de d'améliorer son rendement. Catégorie de personnes: beuecțiouuemeut bont cyadne embloye eu vue SCRS, les renseignements touchant le besoin en l'on trouve, dans le fichier Services du personnel du joints aux dossiers personnels des employés et relatifs à la participation et aux résultats obtenus sont Loi sur l'emploi dans la honction publique. Les dossiers relations de travail dans la Fonction publique et de la renseignements est effectuee en vertu de la Loi sur les Commission de la tonction publique. La collecte de ces ant des employes qui ont suivi des cours de la scolarite. Sont egalement inclus les renseignements ont bénéficié du Programme de paiement des frais de aussi le numéro d'assurance sociale des employés qui donnés par des organismes privés. Le fichier contient

de perfectionnement parrainés par le gouvernement ou

Mécanisme de recours lie à la classification Description : Ce fichier contient les demandes de recours des employés du SCRS liées à la classification

003298 Numèro de fichier: SRS PPE 825

Numéro de fichier: SRS PPE 809 de leur retrait. Enregistrement (SCT): 002136 mesure administrative, puis ils sont examinés en vue nțilisée pour combler un poste ou deux ans aprés toute deux ans après l'expiration de la liste d'admissibilité destruction: Les dossiers sont conservés au moins et de statistiques. Normes de conservation et de recherche, de vérification, de planification, d'évaluation renseignements peuvent egalement servir a des fins de protection des renseignements personnels. Ces sont conformes aux dispositions de la Loi sur la des ressources humaines et des plans de rémunération dessus. Toutes les liaisons concernant l'administration d'établir des liaisons avec les fichiers énumérés cide la Fonction publique. Il est également possible statistiques (CFP PCE 761) que détient la Commission les postes ; et le fichier des systèmes informatisés

fichier: SRS PPE 832 86-001 Enregistrement (SCT): 002761 Numéro de d'enlever le nom des l'individus concernés. No. APC : Archives nationales après 12 ans, en prenant soin destruction: lous les dossiers sont transférés aux et de statistiques. Normes de conservation et de recherche, de vérification, de planification, d'évaluation benneut aussi servir à des fins de gestion, de aux autorités ou aux personnes compétentes. Ils quand le Service juge nécessaire de les communiquer des employés, en vertu de la Loi sur le SCRS, ou prendre des mesures disciplinaires lièes à la conduite général. Ils peuvent également être utilisés quand il faut activités de renseignement de sécurité ou à l'Inspecteur de la loi au besoin et au Comité de surveillance des Lorganisme compétent responsable de l'application communiqués au Procureur général du Canada, à renseignements contenus dans ce tichier peuvent être correctives necessaires. Usages compatibles: Les de la part d'employés du SCRS et prendre les mesures Fudneter sur les allegations d'agissements illicités paragraphe 20(2) de la Loi sur le SCRS. But : visees par des enquêtes menées en vertu du sur le SCRS. Catégorie de personnes : Personnes leurs fonctions pour le Service, conformément à la Loi agi illicitement dans l'exercice de leurs tâches et de sur les activités d'employés du SCRS qui ont peut-être aur le Service canadien du renseignement de sécurité, préparés, conformément au paragraphe 20(2) de la Loi correspondance connexe, qui ont été recueillies ou les rapports au Solliciteur général du Canada et la sapports d'enquête, les comptes rendus d'entrevue, Description: Ce fichier renterme les allégations, les Enquêtes sur les agissements illicites

Formation et pertectionnement Description: Ce fichier comprend des données personnelles notamment: les demandes de cours et les évaluations; le numéro de dossier personnel; les résultats des examens et les certificats; les relevés de paiement des frais; la correspondance connexe à la participation des employés à des cours de formation et

la loi. Toute lisison est conforme aux dispositions de la Loi sur la protection des renseignements personnels. Ces renseignements peuvent également servir à des fins de recherche, de vérification, de planification, d'évaluation et de statistiques. Normes de conservation d'évaluation et de statistiques. Normes de conservation et de destruction: Les renseignements sont conservés jusqu'à ce que l'intéressé ne soit plus au service du données sur les candidats au bout de sept ans. Les sur les contractuels sont gardées pendant au moins ur les contractuels sont gardées pendant au moins dix ans, puis détruites. Enregistrement (SCT) : 002142

sans solde ; Système de collecte de données sur la mobilité des employés; Système sur les congés sur les langues officielles; Fichier d'information sur services supplémentaires; Système d'information Versements/Retenues; Système de rapports sur les Système d'information des titulaires; Système d'information ou comme lien pour les fichiers suivants: tédéraux. On peut servir de ce système comme source Canada, ainsi que d'autres ministères et organismes Commission de la Fonction publique, Statistique le programme d'équité en matière d'emploi, la sonice d'information pour le Fichier de données sur le numero du concours. Ce système peut servir de a ces renseignements, il taut, le cas échéant, donner aux nominations et aux promotions. Pour avoir accès candidats, doter des postes et traiter les appels relatifs du SCRS. Usages compatibles: Sélectionner des peuvent être utilisés pour la dotation de postes au sein SCRS. But: Ce tichier contient des renseignements qui a, nu embloyé. Catégorie de personnes: Employés du des décisions de dotation dans le dossier personnel de travail. On peut également trouver des avis relatifs à l'age, le sexe, le niveau des études et/ou l'expérience renseignements personnels, qui portent notamment sur les dossiers du fichier une grande variète de puisse les trouver et les récupèrer. On trouve dans goineur tontuir le numero du concours pour que l'on concernent et qui figurent dans un dossier de concours dni veulent avoir acces aux renseignements qui les répertoire des ressources humaines. Les employés notamment par voie de concours et à l'aide du relative à la dotation faite par divers moyens, et les documents à cet égard ; la correspondance destinés aux candidats; les avis relatifs au droit d'appel les listes d'admissibilité; les offres d'emploi; les avis y compris les résultats des tests psychologiques; documents relatits aux examens et a leurs resultats, d'évaluation provenant du comité de dotation ; les lurys de selection, y compris les rapports et les notes q, embloi : les listes de candidats : les évaluations des repertoire des ressources numaines; les demandes mises à pied ; les imprimés d'ordinateur relatifs au couconia; les demandes de mutation; les listes de de salaire; les profils de sélection; les affiches de dotation ; les descriptions de poste ; les échelles Description: Oe fichier contient les demandes de

fichier: SRS PPE 826 retrait. Enregistrement (SCT): 003299 Numéro de plus deux ans, puis ils sont examinés en vue de leur conserve ces documents pendant la durée d'emploi, de conservation et de destruction : Le SCRS peuvent aussi servir à des fins de vérification. Normes mandat qui lui sont applicables. Les informations embloyè respecte les mesures d'observation d'aprèsaux agents désignés de déterminer si un ancien en cas de conflits d'intérêts non réglés. Permettre au sujet des mutations et des mesures disciplinaires éventuels ou apparents, et étayer les décisions prises compatibles: Régler des conflits d'intérêts réels, mandat qui sont requises de l'employé. Usages consigner toutes les mesures d'observation d'aprèseventuels ou apparents; (4) qui permettent de tenir un registre de tous les conflits d'intérêts réels,

SCRS puisse remplir le mandat qui lui est contere par liaison avec d'autres sources d'information, afin que le utilisé comme une source d'information ou pour la gestion du personnel du Service. Ce fichier peut être d'emploi sont respectées, dans le contexte de la peuvent également servir à vérifier si les conditions d'être sur les lieux. Les données versées dans ce fichier déterminer si d'autres personnes ont l'autorisation laissez-passer, et aider les employés du SCRS à d'emploi et à l'attribution des cartes d'identité ou de disciplinaires, au prolongement ou à la fin de la période des mutations, à des promotions, à des mesures compatibles: Etayer les décisions se rapportant à des mesures de sécurité du gouvernement. Usages les renseignements nècessaires à l'administration déterminer le niveau de la cote de sécurité et à fournir bersonnel du Service. Il peut egalement servir a la mesure où ces données ont trait à la gestion du s l'employe, à l'égard des conditions d'emploi, dans l'établissement de la cote de sécurité s'appliquant à consigner des renseignements concernant avec l'administration fédérale. But : Ce fichier vise personnel des entreprises ayant conclu des marchés du SCRS, candidats à un emploi, contractuels et Lemployé. Catégorie de personnes: Employés informatiques et la correspondance ayant trait à craintes pour la sécurité de l'employé, les vérifications sur les voyages d'agrément qui peuvent susciter des l'employé. Le fichier renferme aussi des informations sécurité peuvent être ajoutées au dossier personnel de Des remarques au sujet du niveau de la cote de aux employés et les résultats des tests polygraphiques. correspondance connexe à la cote de sécurité attribuée d'assurance sociale; les séances de briefing et la digitales ; les antécédents criminels ; le numéro royale du Canada (GRC); des cartes d'empreintes auparavant le Service de sécurité de la Gendarmerie Service canadien du renseignement de sécurité (SRS), personnels ; les résumés des enquêtes faites par le Description: Ce fichier contient tous les antécédents autorisations sécuritaires) Cotes de sécurité (Antérieurement

> être détruits immédiatement. **No. APC** : 96-012 **Enregistrement (SCT)** : 003970 **Numéro de fichier** : SRS PPE 831

de fichier: SRS PPE 817 par écrit. Enregistrement (SCT): 002144 Numéro détruite lorsque l'employé concerné en fait la demande relative à la mesure en cause peut être immédiatement conduite n'étaient pas fondées, la documentation ou qu'il a été établi que les accusations d'écart de Lorsque des mesures disciplinaires ont été annulées disciplinaire n'ait été enregistrée dans l'intervalle. disciplinaire a été prise, pourvu qu'aucune autre mesure leur retrait deux ans après la date à laquelle la mesure destruction: Les dossiers sont examinés en vue de et de statistiques. Normes de conservation et de recherche, de vérification, de planification, d'évaluation renseignements peuvent également servir à des fins de aux rétrogradations et à la cessation d'emploi. Ces et aux congés ; à la sécurité interne ; aux mutations, rémunération et aux avantages sociaux ; aux présences compatibles : Etayer les décisions relatives à la cas, à déterminer la nature de ces mesures. Usages lieu de prendre des mesures disciplinaires et, dans ce prises au SCRS. Il sert également à déterminer s'il y a renseignements utilisés lors des mesures disciplinaires ou détachées au Service. But : Ce tichier contient les Employês du SCRS autres que les personnes nommées rendement de l'employé. Catégorie de personnes: avis de mesures disciplinaires sont joints au dossier de de ces enquêtes. Il est important de signaler que les conduite possibles et le rapport d'analyse qui résulte juridiques; les enquêtes se rapportant à des écarts de conditions d'emploi ; les témoignages ; les opinions de l'inconduite d'un employé en ce qui a trait aux disciplinaires et la correspondance échangée au sujet Description: Ce fichier contient des avis de mesures Conduite et mesures disciplinaires

pour les employés du SCHS; (3) qui permettent de des conflits d'intérêts réels, éventuels ou apparents comme condition d'emploi ; (2) qui indiquent s'il existe SCRS sur les conflits d'intérêts et s'engage à l'observer indiquent si l'employe a lu et compris la politique du SCRS. But: Consignation des renseignements (1) qui fonctions. Catégorie de personnes: Employés du bersonnelles de l'employè et l'exercice de ses l'incompatibilité réelle, ou éventuelle, entre les affaires conflits d'intérêts réels, éventuels ou apparents liés à q, eudnêtes et de la correspondance portant sur des svec l'exercice de ses tonctions; (3) des rapports des intérêts qui sont, ou pourraient être, incompatibles (2) des rapports confidentiels faisant état des biens ou être, incompatibles avec l'exercice de ses fonctions; non des biens ou des intérêts qui sont, ou pourraient comme condition d'emploi, et indiquant s'il possède ou SCRS sur les conflits d'intérêts et s'engage à l'observer attestant que l'employé a lu et compris la politique du Describtion: Ce tichier renterme (1) les documents Conflits d'intèrets

employé au Programme d'aide aux employés (PAE), traités de taçon confidentielle, sur la participation d'un Description: Ce fichier contient des renseignements, Aide aux employès

Présences et congés

Vérification de la fiabilité Stationnement Sécurité et santé au travail Rémunération et avantages

Chapitre 133 Service canadien du renseignement de sécurité

Numéro de fichier: SRS PPE 820 No. APC: 86-001 Enregistrement (SCT): 002147 fichier, puis ils sont examinés en vue de leur retrait. pièce portant sur l'aide à l'employé a été versée au deux ans après la date la plus récente à laquelle une destruction: Les dossiers sont conservés au moins statistiques. Normes de conservation et de de vérification, de planification, d'évaluation et de peuvent également servir à des fins de recherche, matière d'aide aux employés. Ces renseignements décisions ayant trait aux mesures à prendre en aux employés. Usages compatibles: Etayer les nécessaires à l'administration du Programme d'aide a pour but d'emmagasiner les renseignements membres de la famille immédiate. But : Ce fichier de personnes: Employés, retraités, conjoints et correspondance provenant de ces derniers. Catégorie des professionnels de la santé et les rapports et la volontaire ; les dossiers de mise en rapport avec le cadre d'un contrat, les avis de mise en rapport y compris les dossiers obtenus ou préparés dans

écrite de l'employé concerné, les documents peuvent

protection des renseignements personnels, les données

épuisées toutes les voies de recours, la demande

sont conservées pour au moins deux ans une fois

destruction : Conformément au Règlement sur la des employés. Normes de conservation et de

Réservé à l'administration au sein de l'Association

humaines et l'aide aux employés faisant face à des

touchant l'application des politiques de Ressources leurs plaintes ou de leurs griefs, y compris des dossiers

la représentation des employés lors du règlement de

d'entrée dans ce cadre. But : Tenir des dossiers sur

cas où la période de conservation dépasserait leur date

l'exception des employés du cadre de gestion dans le

des griefs et/ou des mesures disciplinaires. Catégorie

ou des données concernant le règlement des plaintes, sur les employés du SCRS et renferme des documents

Description: Ce fichier contient des renseignements

Association des employés

déterminée qui sont en poste depuis six mois, à

y compris les employés nommés pour une période qe bersonnes: Tous les employés non syndiqués,

mesures disciplinaires. Usages compatibles:

Numéro de fichier: SRS PPE 814 contre la Couronne. Enregistrement (SCT): 002141 conservés six ans après la conclusion de poursuites des exemplaires des documents pertinents, ou ils sont Santé et Bien-être social Canada possèdent l'original ou conservés pour dix ans pourvu que Travail Canada et de l'accident, les renseignements personnels sont conservés pendant cinq ans, ou si des blessures résultent de conservation et de destruction : Les dossiers sont planification, d'évaluation et de statistiques. Normes et servir à des fins de recherche, de vérification, de peuvent être versées au dossier personnel de l'employé et approuver le règlement des dommages. Ces données compatibles: Déterminer la responsabilité des accidents et d'avion survenus à des employés du SCRS. Usages aux accidents d'automobile, de bateau, d'embarcation pour but de conserver les renseignements se rapportant demande de paiement à titre gracieux. But : Ce fichier a d'embarcation ou d'avion et ceux qui ont fait une du SCRS victimes d'accidents d'automobile, de bateau, d'information. Catégorie de personnes : Les employés doit être fourni pour faciliter la recherche dans le système le fichier SRS PPE 813. Le numéro de code du véhicule accidents de travail ou aux maladies professionnelles, voir autorisations de congés et d'indemnité liées aux concernant l'hygiène et la sécurité au travail et les effectués aux individus. Pour les renseignements demandes de paiement à titre gracieux et les paiements fins professionnelles. Ce fichier renferme également les bateaux, embarcations et avions privés utilisés à des avions loués ou appartenant à l'Etat ou à des véhicules, à des véhicules, des bateaux, des embarcations et des et la correspondance concernant des accidents survenus des décisions du tribunal ; des transactions de règlement

accidents ; des réclamations pour les dommages subis ;

Description: Oe fichier contient des rapports sur les

d'embarcation et d'avion Accidents d'automobile, de bateau,

Fichiers particuliers

Politique de reconnaissance

Langues officielles

Griefs

Formation et perfectionnement

CFP PCE 762 Enregistrement (SCT): 005067 destruction: A déterminer. Renvoi au dossier #: statistiques. Normes de conservation et de organismes fédéraux. Ils servent aussi à des fins du Conseil du Trésor ou dans d'autres ministères ou les employés intéressés par une affectation au sein compatibles: Les renseignements servent à désigner Conseil du Trésor ou dans d'autres ministères. Usages à l'extérieur de leur secteur de résidence, au sein du répertoire des employés intéressés par des affectations

Numèro de fichier: SCT PPE 805

(SCT): 001135 Numéro de fichier: SCT PPE 801 dossiers #: SCT DPP 080, 090 Enregistrement réinstallation. No. APC: 85-001 Renvoi aux lequel il y a eu règlement des frais de voyage ou de détruits six ans après l'exercice financier durant conservation et de destruction: Les dossiers sont de remboursement et paiements divers. Normes de affectations à l'étranger, les avances, les demandes questions de voyage et de réinstallation ainsi que les administratives, en particulier, l'approbation des Usages compatibles: Linformation sert à des fins due des frais de remboursement aux employés. affectations à l'étranger des fonctionnaires ainsi concernant les voyages, les reinstallations et les Ce fichier a pour but d'emmagasiner des renseignements Employés du Secrétariat du Conseil du Trésor. But : de paiements divers. Catégorie de personnes: frais de cotisations, de frais d'inscription ainsi que formation, de coûts d'accueil, de petite caisse; de l'employé tels que remboursements de coûts de l'information reliée à n'importe quel paiement à les affectations à l'étranger des employés ainsi que concernant les déplacements, les réinstallations ou les arrangements de voyage, les itinèraires et le courrier avances, les demandes de remboursement, les reçus, Description: Ce tichier renterme les autorisations, les Voyages et réinstallations et autres dépenses

Fichiers ordinaires

description de leur contenu. publication une définition des fichiers ordinaires et une Vous trouverez dans l'INTRODUCTION de la présente

Aide aux employès

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employè

Dotation

Equité en matière d'emploi

Evaluation du rendement

Numéro de fichier: SCT PPE 804 201 DPP 340 Enregistrement (SCT): 003582 Canada, No. APC: 93/031 Renvoi au dossier #: les fichiers sont envoyés aux Archives nationales du conservation et de destruction: Après dix ans, et/ou générale pour des recherches. Normes de fichier sert également à fournir de l'information précise plaintes de harcèlement. Usages compatibles: Ce pour répondre à la correspondance portant sur les sert également à consigner de l'information nécessaire sujet de leur plainte de harcèlement. But : Ce fichier représentants du Secrétariat du Conseil du Trésor au avec la présidente du Conseil du Trésor ou des personnes: Il vise les personnes qui communiquent générale pour des recherches. Catégorie de également à fournir de l'information particulière et/ou harcèlement. Les usages compatibles servent bont répondre aux lettres concernant les cas de pnt d'emmagasiner les renseignements nécessaires sujet de leur plainte de harcèlement. Ce fichier a pour

(SCT) 005066 Numèro de fichier: SCT PPE 802 au dossier #: SCT CDS 021 Enregistrement 10 ans et puis détruits. No. APC: 93/031 Renvoi et les communications sont conservés pendant illustrations, les finances, les nominations, les exposés nationales du Canada. Les autres fichiers sur les est conservé pendant 10 ans et transféré aux Archives conservation et de destruction : Le fichier général pour la vérification des fonds déboursés. Normes de primes d'encouragement et tournissent une piste fichier servent à établir des précédents en matière de compatibles: Les renseignements que renterme ce primes pour services exemplaires du SOI. Usages désignés candidats aux termes du Régime des conservée la documentation concernant les employés exemplaires. But: Ce fichier a été établi pour qu'y soit aux termes du Régime des primes pour services du Conseil du Trésor désignés candidats aux primes qe bersonnes: lous les employes du Secrétariat remplis et d'autres données justificatives. Catégorie que des formulaires de recommandations dûment des primes pour services exemplaires du SCI ainsi désignés candidats aux primes, aux termes du Régime sur les employés du Secrétariat du Conseil du Trésor Description: Le fichier comprend des informations Prix d'excellence

ministères. But : Le fichier a été créé pour garder un une affectation au Conseil du Trésor ou à d'autres bonk nue bekoge lugefekwinee dni out gewande Les employés du gouvernement fédéral nommés correspondance générale. Catégorie de personnes: des formulaires de proposition d'affectation et de la des demandes d'affectations venant des employés, firés d'entrevues, des résultats de présentations, affectations, des références, des renseignements vitae, des évaluations, des ententes concernant des **Describtion:** Le fichier peut contenir des curriculum Programme d'affectations ministérielles

de l'information précise et/ou générale pour des compatibles: Ce fichier sert également à fournir la CCDP contre le Conseil du Trésor. Usages nécessaires au traitement des plaintes logées à fichier a pour but d'emmagasiner les renseignements canadienne des droits de la personne. But : Ce contre le conseil du Trésor auprès de la Commission rapportent aux personnes qui logent une plainte bersonnes: Les renseignements du fichier se et/ou générale pour des recherches. Catégorie de fichier sert également à fournir de l'information précise logées à la CODP contre le Conseil du Trésor. Ce renseignements nécessaires au traitement des plaintes la personne. Ce fichier a pour but d'emmagasiner les auprès de la Commission canadienne des droits de qui logent une plainte contre le Conseil du Trésor renseignements du fichier se rapportent aux personnes d'un tribunal ou d'une cour, s'il y a lieu. Les Trésor, et les décisions connexes de la CCDP et/ou des droits de la personne (CCDP) contre le Conseil du sur les plaintes logées à la Commission canadienne Description: Oe fichier contient des renseignements g bersonne Plaintes - Commission canadienne des droits de RL PPE 800 Enregistrement (SCT): 004392 Numéro du fichier:

SCL PPE 803 Enregistrement (SCT): 005050 Numèro de fichier: être déterminées. No. APC: 93/031, 94/004 et 94/011 aux congès de maternité sans rémunération doivent pendant 25 ans et puis détruites. Les plaintes relatives le groupe des services hospitaliers sont conservees Archives nationales du Canada. Les plaintes portant sur conservées pendant 25 ans et puis transférées aux plaintes issues du groupe de soins infirmiers sont conservées pendant 10 ans et puis détruites. Les à la rémunération visant le travail à valeur égale sont Archives nationales du Canada. Les plaintes relatives conservées pendant 10 ans et puis acheminées aux aur la participation équitable aux langues officielles sont fonction publique doivent être déterminées. Les plaintes Les plaintes visant le régime de soins de santé de la puis transférées aux Archives nationales du Canada. liées aux pensions sont conservées pendant 25 ans et tonction publique doivent être déterminées. Les plaintes Régime d'assurance pour les cadres de gestion de la 20 ans et puis détruites. Les plaintes portant sur le à l'assurance-invalidité sont conservées pendant pendant 10 ans et puis sont détruites. Les plaintes liées des droits de la personne sont conservées en général destruction: Les plaintes reçues à la Commission recherches. Normes de conservation et de

Conseil du Trésor ou des employés du Secrétariat au bersonnes qui communiquent avec la présidente du travail et les renseignements connexes. Il concerne les concernant les plaintes de harcélement en milieu de Description: Ce fichier contient la correspondance Plaintes de harcèlement

> sur une décision prise dans un autre domaine. En ce contenus dans un domaine peuvent avoir une incidence au niveau de sécurité; lorsque les renseignements brotessionnels; aux langues officielles; à la discipline; au développement ; à l'hygiène et à la sécurité rémunération et aux avantages ; à la formation et la dotation ; aux présences et aux congés ; à la fins suivantes: prendre des décisions ayant trait à dossiers de l'employé(e) peuvent être utilisés aux personnel. Les renseignements contenus dans les et est conservé afin de faciliter l'administration du dossier de toutes les périodes d'emploi d'une personne Employé(e)s de l'institution. But : Ce fichier contient le vérification de la fiabilité. Catégorie de personnes: sabborts sur les absences et les demandes de congé; mesnies disciplinaires; copie du gestionnaire des d'emploi ; un plan de développement de carrière ; de membre d'un groupe visé par l'équité en matière demandes de formation et des évaluations ; le statut classification, les évaluations de rendement; les les mutations, les promotions, les rétroactions, la les caractéristiques personnelles; les nominations, Fonction publique; des renseignements concernant aux activités décrites dans l'Article 26 du Code de la exigibilités visés par les Articles 21 et 22, et participe possède ou non des biens et s'il a des biens ou des le Code comme condition d'emploi et indiquant s'il le Code de la Fonction publique et s'engage à observer d'attestation montrant que l'employé(e) a lu et compris de sécurité, les séances de briefing, les documents recherche aux enquêtes de sécurité, les avis de cote pouvant contenir les formulaires nécessaires à la Description: Ce fichier est un dossier sommaire Dossier personnel de l'employè(e) SCT PPE 806 Enregistrement (SCT): 004148 Numéro de fichier: à déterminer. Renvoi au dossier # : SCT OMB 001. destruction : La période de conservation reste correctives prises. Normes de conservation et de 216

de conservation et de destruction : A déterminer vérification des références professionnelles, Normes discipline; aux autorisations sécuritaires ainsi qu'à la sécurité professionnels ; aux langues officielles ; à la formation et au perfectionnement; à l'hygiène et à la congés ; à la rémunération et aux avantages ; à la décisions relatives à la dotation, aux présences et aux et les pensions de retraite. Il sert aussi à identifier les les promotions, les rétrogradations, la fin de l'emploi des autorisations pour les nominations, les mutations, principalement à fournir de la documentation et donner de l'employeur. Usages compatibles : Ce fichier sert coordonnées dans le meilleur intérêt de l'employé(e) et due les mesures prises en matière de personnel soient contorme aux usages prèvus, afin de faire en sorte être utilisés, en autant que ce soit d'une manière dans d'autres banques. Ces renseignements peuvent reliés à d'autres renseignements plus détaillés contenus des renseignements présentés de manière succincte

qui a trait au cas susmentionnés, le fichier peut contenir

SCT PCE 716 Enregistrement (SCT): 002321 Numéro de fichier: 93/031 et 94/011 Renvoi au dossier # : SCT DRT 510 : JAA .ou .etruite détruits. No. APC : électroniques : les documents sont conservés pendant de 25 ans et ensuite detruits. Dossiers textuels et electroniques sont conservés pendant une période de conservation et de destruction : Données brotection des renseignements personnels. Normes sont conformes aux dispositions de la Loi sur la des ressources humaines et des plans de rémunération ci-dessus. Toutes les liaisons concernant l'administration possible d'établir des liaisons avec les fichiers énumérés Commission de la fonction publique. Il est également informatisés statistiques (CPP PCE 761) que détient la de la catégorie de la gestion et le fichier des Systèmes l'intention des membres de la gestion supérieure et fonction publique, Système sur les avantages sociaux à perfectionnement; Système de traitement de la solde; Système d'information sur la formation et le la mobilité des employes; Système sur les congès sans les postes et la classification; Fichier d'information sur services supplémentaires; Système d'information sur sapports sur les congés ; Système de rapports sur les Système d'information des titulaires; Système de comme source d'information pour les fichiers suivants: recommandations. On peut se servir de ce système consultatifs externes qui les examinent et font des niveaux supérieurs sont transmises à des comités organismes fédéraux. Des données globales sur les publique, ainsi que pour d'autres ministères et

Fichiers particuliers

touchant des employes, y compris les mesures qn Irésor, concernant des problèmes systémiques rapports généraux présentés au Secrétariat du Conseil subborts. Usages compatibles: Préparation de médiateur ; consultant ; visites sur place ; réunions ; porte-parole; source d'information; intermédiaire/ celui-ci à exercer les tonctions suivantes : conseiller/ auprès de l'ombudsman du personnel, pour aider jes bréoccupations et de tous les problèmes souleves Cette base a été créée pour servir de dépôt de toutes tous les paliers, y compris les gestionnaires. But : du Secrétariat du Conseil du Trésor du Canada, de plaintes. Catégorie de personnes: lous les employes plus officiels, tels que les griefs, les appels et les informel est une solution de rechange à des mécanismes tonction publique et à l'intérêt public. Ce processus activités qui semblent contraire aux valeurs de la deontologie, telles que les conflits d'interets ou les des autres employés et les questions touchant la des pratiques ou systemes inequitables, la conduite coucelue, entre autres, des renseignements sur du Secrétariat du Conseil du Trésor du Canada. Cela avec l'ombudaman du personnel par des employés ent les bréoccupations et les problèmes évodués Description: La banque contient de l'information Dossiers de l'Ombudsman du personnel

sont comblés. Dossiers textuels et électroniques: Les documents sont conservés pour une période de 10 ans et ensuite détruits. No. APC: 93/031 et 94/011 Renvoi au dossier #: SCT DRT 510 Enregistrement (SCT): 005059 Numéro de fichier: SCT PCE 720

la Commission des relations de travail dans la fonction régimes d'assurance collective de la fonction publique, publique, Statistique Canada, les assureurs des publique, les agents négociateurs de la tonction en matière d'emploi, la Commission de la tonction d'information pour le Fichier de données sur l'équité compatibles: Ce système peut servir de source protection des renseignements personnels. Usages de la Loi sur l'accès à l'information et de la Loi sur la due pour les demandes de renseignements en vertu portant sur les questions relatives au personnel, ainsi recherches, des études spéciales et des enquetes de renseignements particuliers, pour mener des On s'en sert en outre pour repondre a des demandes de divers régimes d'assurance générale et médicale. de soutien de la mise au point et de l'administration relatives au personnel. Il s'agit également d'un système cenvre, l'évaluation et la surveillance des politiques matiere d'emploi, ainsi que la planification, la mise en les langues officielles, les programmes d'équité en la negociation collective, l'analyse de la remuneration, de gestion des ressources humaines, qui comprennent qouuees serveut à étayer les activités de planification et aniveillance des politiques gouvernementales. Les à la planification, la mise en œuvre, l'évaluation et la utilisateurs du Secrétariat du Conseil du Trésor et il sert rémunération et les avantages sociaux pour les Ce fichier est la source principale de données sur la pouvoirs généraux que lui contérent les dites lois. employés de la tonction publique contormément aux Irèsor maintient des systèmes d'information sur les travail dans la fonction publique. En outre, le Conseil du finances publiques), ainsi qu'à la Loi sur les relations de finances publiques (auparavant la Loi sur la gestion des et obligations précisées à la Loi sur la gestion des gestion du personnel se fait en vertu des autorisations cueillette des informations d'intérêt pour les activités de prècisés à l'annexe 1, partie 2 de la dite loi. But : La bersonnes employees par les employeurs distincts annexe 1, partie 1. On inclut également certaines sur les relations de travail dans la Fonction publique, Irésor est présentement l'employeur en vertu de la Loi personnes: Toutes les personnes dont le Conseil du retenues applicables à l'employé. Catégorie de Benèrale et mèdicale, ainsi que les versements et les numéros de référence de divers régimes d'assurance et la classification de l'employe. On y retrouve egalement personnel, la date de naissance, le traitement, le nom, fels due le sexe, le code d'identification de dossier L'employè renterme des renseignements personnels employe de l'administration federale. Le dossier de rémunération et d'avantages sociaux de chaque Description: Ce fichier renferme le dossier de Système Versements/Retenues

et peuvent être détruits lorsque les besoins opérationnels informatisées : les dossiers n'ont pas de valeur historique Normes de conservation et de destruction: Dossiers la Loi sur la protection des renseignements personnels. de rémunération sont contormes aux dispositions de I, squillistration des ressources humaines et des plans enumères ci-dessus, loutes les liaisons concernant bossipje q,etablir des liaisons avec les fichiers Commission de la fonction públique. Il est egalement informatisés statistiques (CFP PCE 761) que détient la de la catégorie de la gestion et le fichier des Systèmes l'intention des membres de la gestion supérieure et tonction publique, Système sur les avantages sociaux à postes et la classification; Système de traitement de la beuectionnement; Système d'information sur les Système d'information sur la formation et le Fichier d'information sur la mobilité des employés; enbblémentaires; Système de rapports sur les congés; Retenues; Système de rapports sur les services d'information des titulaires; Système Versements/ d'information pour les fichiers suivants : Système Ou bent se servir de ce système comme source externes qui les examinent et font des recommandations. supérieurs sont transmises à des comités consultatifs tedéraux. Des données globales sur les niveaux Canada, ainsi que d'autres ministères et organismes uedociateurs de la Fonction publique, Statistique la Commission de la fonction publique, les agents bont la banque de donnees sur l'equite en emploi, compatibles: Ce système sert de source d'information protection des renseignements personnels. Usages de la Loi sur l'accès à l'information et de la Loi sur la dne bont les demandes de renseignements en vertu portant sur les questions relatives au personnel, ainsi des recherches, des etudes speciales et des enquetes demandes de renseignements particuliers, pour mener personnel. On s'en sert en outre pour répondre à des I, exaluation et la surveillance des politiques relatives au en emploi, ainsi que la planification, la mise en œuvre, l'analyse de la rémunération, les programmes d'équité humaines, qui comprennent la négociation collective, activités de planification et de gestion des ressources gouvernementales. Les données servent a étayer les en œuvre, l'évaluation et la surveillance des politiques du Conseil du Trésor et il sert à la planification, la mise congés sans solde pour les utilisateurs du Secrétariat fichier est la source principale de données sur les pouvoirs généraux que lui confèrent les dites lois. Ce employés de la tonction publique conformément aux du Trésor maintient des systèmes d'information sur les travail dans la fonction publique. En outre, le Conseil finances publiques), ainsi qu'à la Loi sur les relations de Jusuces brigidhes (auparavant la Loi sur la gestion des et obligations précisées à la Loi sur la gestion des gestion du personnel se fait en vertu des autorisations cueillette des informations d'intérêt pour les activités de précisés à l'annexe 1, partie 2 de la dite loi. But : La bersonnes employées par les employeurs distincts Fonction publique. On inclut également certaines en vertu de la Loi sur les relations de travail dans la

une période de 10 ans, puis détruits. Certains échantillons ont été transférés aux Archives nationales du Canada pour être conservés. No. APC: 93/031 Renvoi au dossier #: SCT DPP 415 Enregistrement (SCT): 001134 Numéro de fichier: SCT PCE 707

Numéro de fichier: SCT PCE 732 APC: 93/031 Enregistrement (SCT): 005065 electroniques: Les documents n'existent pas. No. operationnels sont combles. Dossiers textuels et pistorique et peuvent être detruits lorsque les besoins informatisees: les dossiers n'ont pas de valeur couzervation et de destruction : Les dossiers paiements, sont remis aux utilisateurs. Normes de de même que le montant et la période visés par ces dni reçoivent des paiements tortaitaires d'excédentaire, cnumistita d'une année sur l'autre pour les employés electroniques periodiques rentermant les totaux au Secrétariat du Conseil du Trésor. Des extraits qes alconbes responsables des politiques connexes compatibles: Le 55HE a été mis au point à l'intention ministères s'y conformaient en permanence. Usages dans la carriere des cadres, et a determiner si les d'encouragement au départ, et la politique de transition reamenagement des effectifs des programmes a surveiller la mise en œuvre des politiques de de priorité d'excédentaire. But : Ce système a servi remplacement de la partie non expirée de la periode a la politique, reçoivent une rémunération en dans la carrière des cadres (TCC) qui, conformément chapitre 20, section 10) ou la politique de transition de réaménagement des effectifs (MCP, Volume 4, l'annexe 1 de la LRTPP; qui sont visés par la politique par le Conseil du Trésor en vertu de la partie 1 de compris des hauts tonctionnaires qui sont embauchés Catégorie de personnes: lous les employés, y et le Système d'intormation des titulaires (SCI). (ASC), le Système d'administration des priorités (CFP) autres systèmes, soit le Système de remunêration renseignements provenant de données fournies à trois sous-mentionne. Cette banque renterme des enoncées à la section "Categorie de personnes" fonctionnaires fédéraux, selon les dispositions relatifs aux indemnités d'excédentaire visant tous les Description: Ce système contient les renseignements des effectifs (SSRE) Système de surveillance du réaménagement

Système sur les congés sans solde
Description: Ce fichier renferme le dossier des congés sans solde de chaque employé de l'administration fédérale. Le dossier de l'employé renferme des renseignements personnels tels que l'âge, le sexe, le code d'identification de dossier personnel, la date de naissance, le nom, le traitement, les dates de nomination et la classification de l'employé. On y retrouve également les raisons des congés sans solde, sinsi que les dates d'entrée en vigueur et de retour au travail. Catégorie de personnes congés sans solde, personnes dont le Conseil du Trésor est l'employeur personnes dont le Conseil du Trésor est l'employeur

005052 Numéro de fichier: SCT PCE 730 Canada. No. APC: 93/031 Enregistrement (SCT): 10 ans et transférés aux Archives nationales du électroniques : les documents sont conservés pendant nationales depuis 1995. Dossiers textuels et électroniques n'ont pas été acheminés aux Archives informatisées : Le système est désuet et les dossiers de conservation et de destruction: Dossiers les examinent et font des recommandations. Normes transmises à des comités consultatifs externes qui Bureau du Conseil privé. Des données globales sont Les propositions sont élaborées en consultation avec le bropose d'apporter aux regimes d'avantages sociaux. modéliser et à analyser les changements que l'on politiques. Le fichier de renseignements sert à dn'a controler si les ministères se conforment aux lièes à la politique sur les ressources humaines ainsi les membres du groupe de la direction et des initiatives mettre au point des régimes d'avantages sociaux pour compatibles: Le fichier de renseignements sert à ministères se conforment aux politiques. Usages ressources humaines ainsi qu'à contrôler si les la direction et des initiatives lièes à la politique sur les a, syantages sociaux pour les membres du groupe de renseignements sert à mettre au point des régimes à l'Annexe 1, Partie 1 de la LRTPP. But : Le fichier de travaillent actuellement dans les ministères apparaissant de personnes: Membres du groupe de la direction qui tous les mois dans le système des titulaires. Catégorie 1, Partie 1 de la LRTFP. Ces données sont mises à jour

qestunction: Les documents sont conserves pendant serait respecté. Normes de conservation et de et irrévocable des décisions de griefs de classification de vérification afin de s'assurer que le caractère final recherche de précédents, de même que de moyen générales aux ministères. L'information sert à la et à tournir des données statistiques et des données l'application de la politique des griefs de classification compatibles: L'information sert a administrer dne cenx bont lesdnels ils u,eu out bas. Usages ministeres ont la delegation de pouvoir, de meme de classification, à la fois ceux pour lesquels les sert à conserver des documents relatifs à tous les griets out présenté des griets de classification. But : Ce fichier les relations de travail dans la Fonction publique et qui est considéré comme l'employeur en vertu de la Loi sur lous les employes tédéraux dont le Conseil du Tresor et la classification (SIPC). Catégorie de personnes: système est lié au Système d'information sur les postes délibérations et la recommandation du comité. Le et son code d'identification de dossier personnel, les numéro du poste du superviseur, le nom de l'employé poste, sa classification et sa cote, son numèro et le bolitique sur les griets de classification, soit le titre du postes déposés par les employés conformément à la les aspects des griefs, portant sur la classification des Description: Ce fichier confient l'information sur tous Système de suivi des griets de classification

Numéro de fichier: SCT PCE 717 SCT DRT 510 Enregistrement (SCT): 005054 APC: 93/031 et 94/011 Renvoi au dossier #: transférés aux Archives nationales du Canada. No. les négociations sont conservés pendant 10 ans et pendant 10 ans et puis détruits. Les documents sur ceux portant sur les négociations sont conservés électroniques : Tous les documents à l'exception de operationnels sont combles. Dossiers textuels et historique et peuvent être détruits lorsque les besoins informatisers : les dossiers n'ont aucune valeur de conservation et de destruction : Les dossiers protection des renseignements personnels. Normes sont conformes aux dispositions de la Loi sur la des ressources humaines et des plans de rémunération ci-dessus. Toutes les liaisons concernant l'administration d'établir des liaisons avec les fichiers énumérés de la tonction publique. Il est également possible statistiques (CFP PCE 761) que détient la Commission de la gestion et le fichier des Systèmes informatisés membres de la gestion supérieure et de la catégorie Système sur les avantages sociaux à l'intention des congés; Système de traitement de la tonction publique, Versements/Retenues; Système de rapports sur les suivants : Système d'information des titulaires ; Système système comme source d'information pour les fichiers et organismes tédéraux. On peut se servir de ce Statistique Canada, ainsi que pour d'autres ministères bont la Banque de données sur l'équité en emploi, compatibles: Ce système sert de source d'information brotection des renseignements personnels Usages de la Loi sur l'accès à l'information et de la Loi sur la due pour les demandes de renseignements en vertu portant sur les questions relatives au personnel, ainsi recherches, des études spéciales et des enquêtes de renseignements particuliers, pour mener des s, eu seut en outre pour répondre à des demandes surveillance des politiques relatives au personnel. On planification, la mise en œuvre, l'évaluation et la les programmes d'equite en emploi, ainsi que la la négociation collective, l'analyse de la rémunération, de gestion des ressources humaines, qui comprennent données servent à étayer les activités de planification et et la surveillance des politiques gouvernementales. Les et il sert à la planification, la mise en œuvre, l'évaluation pour les utilisateurs du Secrétariat du Conseil du Trésor I, nfilisation du surtemps et des services supplémentaires Jichier est la source principale de données sur pouvoirs généraux que lui conférent les dites lois. Ce employés de la tonction publique contormément aux du Trésor maintient des systèmes d'information sur les travail dans la fonction publique. En outre, le Conseil finances publiques), ainsi qu'à la Loi sur les relations de finances publiques (auparavant la Loi sur la gestion des

Système de rémunération du personnel de direction Description: Le système renferme des données à jour pour tous les membres du groupe de la direction qui travaillent dans les ministères apparaissant à l'Annexe

les personnes dont le Conseil du Trèsor est l'employeur anbbiementaires. Catégorie de personnes: loutes l'employe, ainsi que la fréquence et le type de services traitement, la classification, et les heures de travail de dossier personnel, la date de naissance, le nom, le personnels tels que le sexe, le code d'identification de dossier de l'employé renterme des renseignements de chaque employé de l'administration fédérale. Le i, ntilization du surtemps et des services supplementaires Describtion: Ce tichier renterme le dossier de anbbiementaires Systeme de rapports sur les services SCT PCE 718 Enregistrement (SCT): 005058 Numèro de fichier: 93/031 et 94/011 Renvoi au dossier # : SCT DRT 510 une période de 10 ans et ensuite détruits. No. APC : ejectioniques: Les documents sont conservés pour opérationnels sont comblés. Dossiers textuels et historique et peuvent être détruits lorsque les besoins dossiers informatisées : les dossiers n'ont pas de valeur Normes de conservation et de destruction : Les Loi sur la protection des renseignements personnels. de rémunération sont contormes aux dispositions de la I, squiinististion des ressources humaines et des plans énumèrès ci-dessus, loutes les liaisons concernant bossipje q,etablir des liaisons avec les fichiers Commission de la tonction publique. Il est egalement informatisés statistiques (CFP PCE 761) que détient la la catégorie de la gestion et le fichier des Systèmes l'intention des membres de la gestion supérieure et de publique, Système sur les avantages sociaux à classification; Système de traitement de la fonction Système de d'information sur les postes et la des employes; Systeme sur les conges sans solde; supplémentaires; Fichier d'information sur la mobilité Hetennes; Systeme de rapports sur les services a jutormation des titulaires; Système Versements/ quitormation pour les fichiers suivants : Systeme Ou bent se servir de ce système comme source externes qui les examinent et font des recommandations. supérieurs sont transmises à des comites consultatifs tèdèraux. Des données globales sur les niveaux Canada, ainsi que d'autres ministères et organismes la Commission de la fonction publique, Statistique pour la Banque de données sur l'équité en emploi, Ce système peut servir de source d'information renseignements personnels. Usages compatibles: l'information et de la Loi sur la protection des de renseignements en vertu de la Loi sur l'accès à relatives au personnel, ainsi que pour les demandes sbéciales et des enquêtes portant sur les questions barticuliers, pour mener des recherches, des etudes répondre à des demandes de renseignements relatives au personnel. On s'en sert en outre pour

et obligations précisées à la Loi sur la gestion des

Fouction publique, annexe 1, partie 1. But : La

en vertu de la Loi sur les relations de travail dans la

gestion du personnel se fait en vertu des autorisations

cueillette des informations d'intérêt pour les activités de

eu cennie, l'evaluation et la surveillance des politiques a equite en emploi, ainsi que la planification, la mise collective, l'analyse de la rémunération, les programmes ressources humaines, qui comprennent la négociation ersyer les activites de planification et de gestion des politiques gouvernementales. Les données servent a la mise en œuvre, l'evaluation et la surveillance des Secretariat du Conseil du Tresor et il sert a la planification, gouvees anties conges pour les utilisateurs du les dites lois. Ce tichier est la source principale de quitormation sur les employes de la tonction publique En outre, le Conseil du Trésor maintient des systèmes aur les relations de travail dans la tonction publique. is gestion des finances publiques), ainsi qu'à la Loi destion des finances publiques (auparavant la Loi sur antorisations et obligations precisees a la Loi sur la activités de gestion du personnel se fait en vertu des But: La cueillette des informations d'intérêt pour les ant les relations de travail dans la Fonction publique. le Conseil du Trésor est l'employeur en vertu de la Loi categorie de personnes: loutes les personnes dont sinsi que la tréquence et la durée des divers congés. classification et les heures de travail de l'employe, de dossier personnel, le nom, le traitement, l'âge, la bersonnels tels que le sexe, le code d'identification dossier de l'employé renterme des renseignements de chaque employé de l'administration fédérale. Le Système de rapports sur les congès

005051 Numéro de fichier: SCT PCE 714 au dossier #: SCT DRT 510 Enregistrement (SCT): 10 ans et ensuite détruits. No. APC : 94/011 Renvoi électroniques : les documents sont conservés pendant opérationnels sont comblés. Dossiers textuels et historique et peuvent être détruits lorsque les besoins informatisées : les dossiers n'ont aucune valeur de conservation et de destruction : Les données protection des renseignements personnels. Normes sont conformes aux dispositions de la Loi sur la des ressources humaines et des plans de remuneration ci-desaus, Toutes les liaisons concernant l'administration bossiple d'etablir des liaisons avec les fichiers enumeres aur les postes et la classification. Il est également de la categone de la gestion et le Systeme d'information rémunération des membres de la gestion supérieure et traitement de la Fonction publique, Système de Système sur les congés sans solde ; Système de Fichier d'intormation sur la mobilité des employés; Système de rapports sur les services supplémentaires; Hereunes : Systeme de rapports sur les congés ; d'information des titulaires; Système Versements/ d'information pour les fichiers suivants : Système Ou bent se servir de ce système comme source dne bonr d'autres ministères et organismes federaux. relations de travail dans la Fonction publique, ainsi de données sur l'équité en emploi, la Commission des agents négociateurs de la Fonction publique, la Banque système peut servir de source d'information pour les

Numéro de fichier: SCT PCE 703 APC: 94/004 Enregistrement (SCT): 005061 conservation des documents est à déterminer. No. Dossiers textuels et électroniques : La période de annuellement aux Archives nationales du Canada. dossiers intormatisées : les dossiers sont transférés Normes de conservation et de destruction: Les brogrammes de langues officielles dans ces institutions. rapport annuel au Parlement sur la situation des le président du Conseil du Trésor doit présenter un En vertu de la Loi sur les langues officielles de 1988, une periode déterminée de plus de trois mois. But: bnglidne) uowwes bonk nue bekoge lugesekwinee on de la Loi sur les relations de travail dans la Fonction des employés de la Fonction publique (Annexe 1 Partie assujettis à la Loi sur les langues officielles à l'exception institutions fédérales et des organismes privatisés Catégorie de personnes: Tous les employés des électronique des données sur une base annuelle. 5 formulaires ou encore en soumettant un fichier soit au moyen d'un rapport sommaire en complétant données: les données proviennent des institutions

renseignements personnels. Usages compatibles: Ce Linformation et de la Loi sur la protection des de renseignements en vertu de la Loi sur l'accès à relatives au personnel, ainsi que pour les demandes spéciales et des enquêtes portant sur les questions particuliers, pour mener des recherches, des études répondre à des demandes de renseignements relatives au personnel. On s'en sert en outre pour cenvre, l'évaluation et la surveillance des politiques rémunération, ainsi que la planification, la mise en collective, la désignation des employés, l'analyse de la ressources humaines, qui comprennent la négociation étayer les activités de planification et de gestion des surveillance du processus d'exclusion, ainsi qu'à Secretariat du Conseil du Tresor et il sert a la qouuçes ant l'exclusion pour les utilisateurs du les dites lois. Ce tichier est la source principale de conformément aux pouvoirs généraux que lui conférent q, intormation sur les employes de la Fonction publique outre, le Conseil du Trésor maintient des systèmes les relations de travail dans la Fonction publique. En la gestion des finances publiques), ainsi qu'à la Loi sur gestion des finances publiques (auparavant la Loi sur autorisations et obligations précisées à la Loi sur la destion du personnel sont recueillies en vertu des But: Les informations d'intérêt pour les activités de Loi sur les relations de travail dans la Fonction publique. qout le Conseil du Trésor est l'employeur en vertu de la été exclus dans le passé ou qui le sont actuellement et Categorie de personnes: lous les employes qui ont retrouve également les raisons de l'exclusion. de l'employé, ainsi que les dates de nomination. On y personnels tels que le sexe, le nom et la classification re dossier de l'employe renterme des renseignements q, excinzious q, emblohes de I, administration federale. Description: Ce fichier renterme tous les dossiers Système d'information sur l'exclusion (EXCL)

SCT DRT 510 Enregistrement (SCT): 002318 Archives nationales du Canada. Renvoi au dossier #: conservés pendant 10 ans et sont transférés aux dossiers textuels et électroniques pour SIPC sont électroniques pour SILO et SIPC n'existent pas. Les Données informatisées : Les dossiers textuels et jusqu'en 1995 quand il est devenu partie du SIPC. ont été transférées aux Archives Nationales du Canada d'information sur les postes et les classifications (SIPC) sur les langues officielles (SILO) et du Systèmes du Canada. Les données du Système d'information annuel des données des SIPC aux Archives nationales entente sera conclue pour le transfert des dossiers et de destruction : Les dossiers informatisées : Une renseignements personnels. Normes de conservation dispositions de la Loi sur la protection des et des plans de rémunération sont conformes aux concernant l'administration des ressources humaines les fichiers énumèrès ci-dessus. Toutes les liaisons Il est également possible d'établir des liaisons avec ministériels d'information sur les ressources humaines. Commission de la tonction publique et les systèmes informatisés statistiques (CFP PCE 761) que détient la de la catégorie de la gestion, le fichier des Systèmes à l'intention des membres de la gestion supérieure et fonction publique, Système sur les avantages sociaux le perfectionnement ; Système de traitement de la

SCT PCE 736 Enregistrement (SCT) 005053 Numèro de fichier: nationales du Canada. No. APC: 93/031 conservés pendant 10 ans et transférés aux Archives Dossiers textuels et électroniques : les documents sont annuellement aux Archives nationales du Canada. de destruction: Dossiers informatisées: transférés à des fins statistiques. Normes de conservation et Usages compatibles: Sert aussi pour la recherche et classification des postes du groupe de la direction. liées à l'organisation des ministères et au processus de Aux fins de surveillance, d'analyse et d'autres activités les relations de travail dans la Fonction publique). But : Fonction publique (Annexe 1 de la Partie 1 de la Loi sur Catégorie de personnes: lous les employés de la groupe de la direction dans la Fonction publique. relatifs à la classification de chacun des postes du Description: Ce fichier contient les renseignements des postes du groupe de la direction Système d'information sur la classification

Numéro de fichier: SCT PCE 725

Système d'information sur les langues officielles (SILO II)

Description: Le SILO II est un fichier central contenant des renseignements sur les ressources nécessaires aux institutions pour leur permettre de s'acquitter de leurs obligations en matière de langues officielles. Le fichier contient des renseignements notamment sur la catégorie d'emploi, la première langue officielle, les exigences d'emploi, la première langue officielle, les exigences de communication relativement au service au public, les services internes et la surveillance. Source des

Système d'information sur la classification des postes

Description: Ce fichier renferme le dossier de

employés; Système d'information sur la formation et les congés ; Fichier d'information sur la mobilité des services supplémentaires ; Système de rapports sur Versements/Retenues; Système de rapports sur les Système d'information des titulaires ; Système sonice d'information pour les fichiers suivants : tédéraux. On peut se servir de ce système comme Canada, ainsi que d'autres ministères et organismes négociateurs de la fonction publique, Statistique Commission de la fonction publique, les agents la Banque de données sur l'équité en emploi, la Ce systeme peut servir de source d'information pour revises et corriges, s'il y a lieu. Usages compatibles: peuvent être acheminés aux ministères pour être de surveillance des politiques relatives au personnel renseignements personnels. Les résultats des activités l'information et de la Loi sur la protection des de renseignements en vertu de la Loi sur l'accès à relatives au personnel, ainsi que pour les demandes sbecisjes et des enquêtes portant sur les questions barticuliers, pour mener des recherches, des etudes bont repondre a des demandes de renseignements du système de classification. On s'en sert en outre de soutien de la mise au point et de l'administration relatives au personnel. Il s'agit également d'un système eu cenvre, l'évaluation et la surveillance des politiques les langues officielles, ainsi que la planification, la mise la negociation collective, l'analyse de la rémunération, de gestion des ressources humaines, qui comprennent données servent à étayer les activités de planification et enrveillance des politiques gouvernementales. Les planification, la mise en œuvre, l'évaluation et la Secrétariat du Conseil du Trésor et il sert à la la classification des postes pour les utilisateurs du Ce fichier est la source principale de données sur pouvoirs généraux que lui conférent les dites lois. employes de la tonction publique contormement aux du Trésor maintient des systèmes d'information sur les de travail dans la fonction publique. En outre, le Conseil finances publiques), ainsi qu'à la Loi sur les relations linances publiques (auparavant la Loi sur la gestion des et obligations précisées à la Loi sur la gestion des gestion du personnel se tait en vertu des autorisations cneillette des informations d'intérêt pour les activités de Fonction publique, annexe 1, partie 1. But : La en vertu de la Loi sur les relations de travail dans la personnes dont le Conseil du Trésor est l'employeur (SCDP). Catégorie de personnes: Toutes les Système de collecte de données sur les postes d'information sur les langues officielles (SILO) et le des données sur la classification du poste, le Système dossier personnel (CIDP). On y retrouve également rs tiche de poste comporte le code d'identification du classification et du Programme des langues officielles. appuyer l'élaboration et l'administration du système de l'administration fédérale. Le systeme sert avant tout a ciassification du poste de chaque employe de Description: Ce fichier renferme le dossier de

(SCI): 002316 Numero de fichier: SCI PCE 723 Renvoi au dossier #: SCT DRT 510 Enregistrement nationales du Canada. No. APC: 93/031 et 94/011 10 ans et sont généralement transférés aux Archives electroniques : Les documents sont conservés pendant année pour être gardés. Dossiers textuels et transferes aux Archives nationales du Canada à chaque et de destruction : Les dossiers informatisées sont renseignements personneis. Normes de conservation gisbositious de la Loi sur la protection des des plans de remuneration sont contormes aux concernant l'administration des ressources humaines et tichiers énumèrés ci-dessus, foutes les liaisons est egalement possible d'établir des liaisons avec les due detient la Commission de la Fonction publique. Il des Systèmes informatisés statistiques (CFP PCE 761) superieure et de la catégorie de la gestion et le fichier Système de rémunération des membres de la gestion Système de traitement de la Fonction publique, d'information sur les postes et la classification; aur la formation et le perfectionnement; Systeme aur les congés sans solde ; Système d'information d'information sur la mobilité des employés; Système sabbouts ant les services supplémentaires ; Fichier Système de rapports sur les congés; Système de les tichiers suivants : Systeme Versements/Retenues ; servir de ce systeme comme source d'information pour examinent et tont des recommandations. On peut se transmises à des comités consultatifs externes qui les organismes fédéraux. Des données globales sont a Fonction publique, ainsi que d'autres ministères et publique, la Commission des relations de travail dans des régimes d'assurance collective de la Fonction Fonction publique, Statistique Canada, les assureurs la Fonction publique, les agents négociateurs de la de données sur l'équité en emploi, la Commission de système sert de source d'information pour la Banque renseignements personnels. Usages compatibles: Ce l'information et de la Loi sur la protection des de renseignements en vertu de la Loi sur l'acces a relatives au personnel, ainsi que pour les demandes sbéciales et des enquêtes portant sur les questions barticuliers, pour mener des recherches, des études onfre pour répondre à des demandes de renseignements d'assurance générale et médicale. On s'en sert en mise au point et de l'administration de divers regimes Il s'agit également d'un système de soutien de la surveillance des politiques relatives au personnel. planification, la mise en œuvre, l'évaluation et la es brogrammes d'equite en empioi, ainsi que la l'analyse de la rémunération, les langues officielles, les postes exclus, la designation des employes, humaines, qui comprennent la négociation collective, activites de planification et de gestion des ressources gouvernementales. Les données servent à étayer les l'évaluation et la surveillance des politiques du Trésor et il sert à la planification, la mise en œuvre, titulaires pour les utilisateurs du Secrétariat du Conseil fichier est la source principale de données sur les

lichiers textuels et électroniques n'existent pas. comblés. Dossiers textueis et électroniques : ces au moment ou les besoins opérationnels ont ête destruction: Données informatiques: les dossiers chaque ministère. Normes de conservation et de norme, à partir de la classification proposée par réserve de l'approbation du Conseil du Trésor, les l'extérieur de la tonction publique tédérale. Sous de données n'est pas partagée avec un organisme à avec la Direction des relations de travail. La banque elaborees, les changements proposes sont partages bont mesarter l'incidence des révisions apportées aux recommandations au Conseil du Trésor. Usages brècises soumises à un examen et à formuler des La banque de données sert à élaborer et à analyser les L'interieur des groupes professionnels à l'étude. But : à chaque fonctionnaire fédéral. Catégorie de d'identification de dossier personnel est attribué du Système d'information des titulaires. Le code proposées sur la classification. Les postes occupés (SIPC) et remettent directement des données

Systeme d'information des titulaires Numéro de fichier: SCT PCE 733 Numèro APC: 93/031 Enregistrement (SCT) 005049 u, out bas de valeur historique et peuvent etre detruits ministères sont priés de mettre en œuvre la nouvelle normes précises à l'étude. Une tois les recommandations compatibles: La banque de données est utilisée changements apportes à des normes de classification bersonnes: Les particuliers occupant des postes à sout confirmés par voie d'appariement au moyen

pouvoirs generaux que lui conterent les altes lois. Ce

employès de la Fonction publique conformement aux

travail dans la Ponction publique. En outre, le Conseil

du frésor maintient des systemes d'information sur les

jusuces bapildae), ainsi qu'à la Loi sur les relations de

finances publiques (auparavant la Loi sur la gestion des

des informations d'interet pour les activites de gestion

relations de travail dans la Fonction publique, annexe 1,

opligations précisées à la Loi sur la gestion des

du personnel se fait en vertu des autorisations et

I sunexe 1, partie 2 de la dite loi. But : La cueillette

employees par les employeurs distincts precises a partie 1. On inclut egalement certaines personnes

au l'résor est l'employeur en vertu de la Loi sur les

bersonnes: loutes les personnes dont le Conseil

On y retrouve egalement des renseignements

dne le nombre d'années de service continu et le

les agents negociateurs et les langues. Categorie de

nombre d'années de service ouvrant droit à pension.

le numero de pension de retraite de l'employe, ainsi

traitement, les dates de nomination, la classification, et

de dossier personnel, la date de naissance, le nom, le

personnels tels que l'âge, le sexe, le code d'identification

Le dossier de l'employé renterme des renseignements

de tous les employes de l'administration fédérale.

Description: Ce fichier renterme les dossiers sur

les questions d'intèrêt pour la gestion du personnel

concernant la négociation collective, les postes exclus,

Système d'information sur les postes et la classification igentitier les employés en vue de les référer pour une nesdes combatibles: Le fichier est utilise pour ministeres qui cherchent a combler des affectations. bar une affectation dans le but de les référer aux

indirectement des données par l'intermediaire du de l'Annexe 1 de la LRTP, les ministères fournissant a l'interieur de groupes precis. En vertu de la Partie 1 l'étude. Ces données ne visent que les postes vacants bostes y l'interieur de groupes protessionnels precis a actuelles et proposées portant sur la classification des Describtion: Ce système renterme des données Système d'examen des normes de classification (SCT): 002870 Numéro de fichier: SCT PCE 740 conservation reste à déterminer. Enregistrement conservation et de destruction : La periode de la planification des ressources humaines. Normes de affectation. Il sert également à des fins statistiques et à

waintient un repertoire d'empioyes qui sont interesses

demande d'affectation interministerielle. But: Ce fichier

en finance, vérification interne, évaluation de programmes

les employeurs distincts et les sociétés de la couronne)

employés de la fonction publique fédérale (y compris

des presentations. Categorie de personnes: Les

vitae, une évaluation des compétences et le résultat

professionnels, le statut d'employe actuel, le curriculum classification, le ministère, la langue, les antecedents

tels que le nom, l'adresse, le numéro de téléphone, la

Description: Ce fichier confient des renseignements

Enregistrement (SCT): 004470 Numéro du fichier:

de conservation et de destruction : A déterminer.

par la Commission de la tonction publique. Normes

SMA administrées par le Réseau du leadership et fait

renseignements sur la sélection et les nominations de

Usages compatibles: Ce fichier sert à fournir des

adjoints administrés par le Réseau du leadership au

conserver et de tournir des renseignements au sujet

de renouvellement pour des postes de Sous-ministres

bersonnes: Fonctionnaires. But: Ce tichier permet de

numèro du concours sans compétition). Catégorie de

d'indiquer le numéro de référence pertinent (c.-à-d. le

candidatures retenues. Les personnes qui souhaitent

résultats de vérifications des références et la liste des

rapports sur les candidats/candidates, des rapports

descriptions de travail, des énoncés de qualités, des

tormulaire d'information sur les langues officielles, des

lettres de demande d'emploi, des notes de service,

sécuritaires, les résultats de tests linguistiques, des

Ressourcement des sous-ministres adjoints -

Description: Ce fichier peut contenir des autorisations

sur les antecedents et des evaluations tous azimuts, les

nom de la Commission de la fonction publique.

avoir accès à ces renseignements sont tenues

des lettres d'offre, des lettres d'acceptation, le

Sans compétition

Service de courtage (programme d'affectations)

BL PCE 730

et en ressources humaines qui ont présenté une

Ressourcement des sous-ministres adjoints – Concours ouvert

destruction: A déterminer. Enregistrement (SCT): publique. Normes de conservation et de du leadership et fait par la Commission de la fonction et des nominations de SMR administrées par le Réseau pour tournir des renseignements au sujet de la sélection publique. Usages compatibles: Ce fichier est utilisé leadership au nom de la Commission de la fonction ministres adjoints administrés par le Réseau du tournir l'information relative aux concours de sousfonctionnaires. But: Ce fichier sert à conserver et à Catégorie de personnes: Fonctionnaires et nonde référence pertinent (c.-à-d. le numéro du concours). ces renseignements sont tenues d'indiquer le numéro retenues. Les personnes qui souhaitent avoir accès à rendement antérieur et des listes des candidatures vérifications des références, des rapports sur le formulaires de demande d'emploi, les résultats de des brofils de poste, des énoncés de qualités, des de travail, des demandes de dotation sans délégation, d'information sur les langues officielles, des descriptions candidats/candidates non retenu(e)s, le formulaire q,ottre, des lettres d'acceptation, des lettres aux publique (rapport du comité de sélection), des lettres notes de service à la Commission de la tonction sécuritaire, les résultats de tests linguistiques, des Description: Oe fichier peut contenir l'autorisation Concours ouvert

004390 Numéro de fichier: RL PCE 715 Ressourcement des sous-ministres adjoints –

Ressourcement des sous-ministres adjoints -

Enregistrement (SCT): 004469 Numéro de fichier: de conservation et de destruction : A déterminer. par la Commission de la fonction publique. Normes SMA administrées par le Réseau du leadership et fait renseignements sur la sélection et les nominations de Usages compatibles: Ce fichier sert a fournir des au nom de la Commission de la fonction publique. adjoints administrés par le Réseau du leadership de renouvellement pour des postes de Sous-ministres de conserver et de tournir des renseignements au sujet de personnes: Honctionnaires, But: Ce fichier permet d'indiquer l'action de mutation pertinente. Categorie avoir acces a ces renseignements sont tenues candidatures retenues. Les personnes qui souhaitent résultats de vérifications des références et la liste des sur les antécédents et des évaluations tous azimuts, les rapports sur les candidats/candidates, des rapports descriptions de travail, des énoncés de qualités, des formulaire d'information sur les langues officielles, des des lettres d'offre, des lettres d'acceptation, le lettres de demande d'emploi, des notes de service, secnutaires, les resultats de tests linguistiques, des Description: Oe fichier peut contenir des autorisations Mutation du bassin

BL PCE 725

Numéro de fichier: SCT PPE 810 administrative. Enregistrement (SCT): 005081 et de destruction : Deux ans après la dernière entrée permission du répondeur). Normes de conservation dnestions d'aménagement en milieu de travail (avec la pourrait être partagée dans le but de régler les planification des futurs programmes. L'information aménagements spéciaux dans le but d'améliorer la création d'un répertoire des mesures relatives aux Renseignements statistiques (chiffres seulement) et bnplidue tédérale. Usages compatibles: les personnes handicapées employées de la fonction fournie aux personnes handicapées ou sollicitée par coordinateurs en EE. But : Information sur l'aide tédérale, les gestionnaires, les chets d'équipe, les handicapées employées de la fonction publique Catégories des personnes visées : Les personnes superviseur à qui demander de l'information). adaptation du lieu de travail ainsi que le nom du ayant une déficience travaillent dans le même secteur, description du lieu de travail, si d'autres personnes travail (provisions spécifiques de l'assistance requise, préférée, l'évaluation pour l'aménagement du lieu de personnel (déficience physique ou assistée), la langue

destruction: A déterminer. Enregistrement (SCT): bnpjidne. Normes de conservation et de du leadership et fait par la Commission de la fonction et des nominations de SMS administrées par le Réseau pour fournir des renseignements au sujet de la sélection publique. Usages compatibles: Ce fichier est utilisé leadership au nom de la Commission de la fonction Sous-ministres adjoints administrés par le Réseau du a tournir les renseignements relies aux concours de tonction publique. But: Ce tichier sert a conserver et Reseau du leadership au nom de la Commission de la couconte de Sous-ministres adjoints administre par le Catégorie de personnes: Personnes incluses dans un de référence perfinent (c.-à-d. le numéro du concours). ces renseignements sont tenues d'indiquer le numéro retenues. Les personnes qui souhaitent avoir accès à sur le rendement antérieur et des listes des candidatures résultats de vérifications des références, des rapports qualités, des formulaires de demande d'emploi, les asus delegation, des profils de poste, des enonces de descriptions de travail, des demandes de dotation d'information sur les langues officielles, des candidats/candidates non retenu(e)s, le formulaire q,ottre, des lettres d'acceptation, des lettres aux publique (rapport du comité de sélection), des lettres notes de service à la Commission de la tonction securitaire, les résultats de tests linguistiques, des Description: Ce fichier peut contenir l'autorisation Concours restreint Ressourcement des sous-ministres adjoints -

004381 Numéro de fichier: RL PCE 710

de l'information générale pour des recherches et aux fins de référence. Normes de conservation et de destruction: Les dossiers sont conservés pendant transférés aux APC: 94/011 Renvoi au dossier #: SCT DRT 440, 470 Enregistrement (SCT): 001744 SCT DRT 640; 470 Enregistrement (SCT): 001744

Réseau d'aménagement pour les personnes Numèro de fichier: SCT PCE 734 APC: 93/031 Enregistrement (SCT): 005064 Archives nationales du Canada après 25 ans. No. documents jugés historiques sont transférés aux pendant 75 ans et sont ensuite détruits. Les n'ayant aucune valeur historique sont conservés de conservation et de destruction : Les documents la protection des renseignements personnels. Normes pension sont conformes aux dispositions de la Loi sur concernant les ressources humaines et les régimes de la Gendarmerie royale du Canada. Ioutes les liaisons de service des membres de la GRC (GRC PPE 802) de (MDN PPE 859) de la Défense nationale, et les Dossiers gouvernementaux Canada, le Dossier des pensions retraite (ASC PCE 702) de Travaux publics et Services (01) et le Chemises cartonnées sur les pensions de la Loi sur la pension de la Fonction publique (ASC PCE de donnees du systeme des pensionnes aux termes de (61) de la Commission de la Fonction publique, la Base tichier des Systèmes informatisés statistiques (CFP PCE suivants: le Système d'information des titulaires, le de source d'information ou de liaison entre les fichiers gouvernement sur les pensions. Ce système peut servir et pour élaborer et évaluer les politiques du des feuilles d'information pour des systèmes connexes, pensions pour établir des documents statistiques et due renterme ce tichier peuvent servir à la Division des cı-qeana. **Usages compatibles:** Les renseignements nommées à la section "Catégorie de personnes" du Trésor pour l'administration des lois sur la pension renseignements sont recueillis à la demande du Conseil aux membres du régime et à leurs survivants. Les sert a autoriser le versement des prestations de retraite tonctionnaires et certains Députés. But : Ce fichier le gouvernement hors du Canada, certains hauts lieutenants-gouverneurs, les employés engagés par général, à la Loi sur la pension de retraite des Les personnes assujetties à la Loi sur le gouverneur régimes et leurs suivants. Catégorie de personnes: des statistiques indispensables sur les adhérents aux la durée de service aux termes du régime ainsi que minimaux sur la nomination à un poste, le traitement, Description: Ce fichier renterme des renseignements Régimes de pensions spéciaux

Heseau d'amenagement pour les personnes handicapées employées au sein de la fonction publique fédérale

Description: L'information recueillie comprend le nom, le sexe, le ministère ou l'organisme employeur, la nom, le sexe, le ministère ou l'organisme employeur, la

description du poste, du type d'aide solliciète, le satut

renouvellement pour des postes de Sous-ministres adjoints administrés par le Réseau du leadership au nom de la Commission de la fonction publique. Usages compatibles: Ce fichier sert à fournir des renseignements sur la sélection et les nominations de par la Commission de la fonction publique. Normes de conservation et de destruction: À déterminer de conservation et de destruction: À déterminer par la Commission de la fonction publique. Normes de conservation et de destruction : À déterminer. PL PCE 705

l'information et de la protection des renseignements

Prix d'excellence de la communauté de l'accès à

fichier: SCT PCE 741 du prix. Enregistrement (SCT): 005082 Numéro de ans après la prise de la décision relative à l'attribution en candidature) sera conservé pour un minimum de dix récipiendaire d'un prix (y compris son dossier de mise relative à l'attribution des prix. Le dossier concernant le minimum de cinq ans après la prise de la décision de mise en candidature seront conservés pour un de conservation et de destruction : Les dossiers vérification pour le processus de sélection. Normes de la communauté AIPRP, et à fournir une piste de des précédents en rapport avec les prix d'excellence L'information contenue dans ce fichier sert à établir communauté AIPRP. Usages compatibles: pour l'attribution d'un prix d'excellence de la personnes mises en candidature et/ou sélectionnées Le fichier a pour but de tenir un registre de toutes les d'un prix d'excellence de la communauté AIPRP. But : autre personne mise en candidature pour l'attribution passés et actuels de la communauté AIPRP ou toute AIPRP. Categorie de personnes: lous les employés d'attribution des prix d'excellence de la communauté réalisations du candidat, conformément aux critères contribution méritoire liée aux tonctions ou aux comprendre le curriculum vitae, la justification de la la communauté AIPRP. Les renseignements peuvent broposée pour l'attribution d'un prix d'excellence de personnels (AIPRP) et dont la candidature a été a l'information et de la protection des renseignements gouvernement fédéral, de la communauté de l'accès sur les personnes qui tont ou qui ont tait partie, au Description: Ce fichier contient des renseignements (9R91A) elennoered

Prolongation du délai pour présenter un griet Description: Ce fichier contient les décisions de la Commission des relations de travail dans la Fonction publique et des renseignements sur les employés demandant une prorogation du délai pour présenter employés de la Fonction publique (Annexe 1 de la Fonction publique (Annexe 1 de la Fonction publique (Annexe 1 de la Fonction publique) qui ont demandé une prorogation du délai pour présenter leurs griefs. But: Ce fichier a pour objet de tenir un registre des employés qui ont demandé une prorogation demandé une prorogation de des employés qui ont demandé une prorogation du délai pour présenter leurs griefs. Usages compatibles: Ce fichier sert à fournir

renseignements concernent les employés de la fonction publique et, dans les affaires ayant trait aux pensions, leurs personnes à charge et leur conjoint survivant.

But: Le fichier a pour objet de consigner et de conserver les présentations soumises au Conseil du Trésor par les ministres et organismes au sujet des employés actuels et antérieurs dune institution gouvernementale. Normes de conservation et de destruction seront confirmées sous peu. Note: Les renseignements recueillis dans ce fichier des renseignements recueillis dans ce fichier d'information sur la classification du groupe de la direction: SCT PCE 736. Enregistrement (SCT): 003562 Numéro de fichier; SCT PCE 701

SCT PCE 702 Enregistrement (SCT): 005056 Numéro de fichier: 93/031 Henvoi au dossier #: 185 APB 710 conservés pendant 10 ans et puis détruits. No. APC : électroniques : La plupart des documents sont informatisées : deux ans. Dossiers textuels et de conservation et de destruction : Les dossiers pour la vérification des fonds déboursés. Normes bumes a encouragement et tournissent une piste fichier servent à établir des précédents en matière de compatibles: Les renseignements que renterme ce d'encouragement du gouvernement fédéral. Usages mérité des primes en vertu du Régime de primes bonk objet d'identifier les fonctionnaires qui ont et la politique de reconnaissance. But : Ce tichier a des primes d'encouragement du gouvernement tédéral ayant été nommés pour des primes en vertu du Régime Catégorie de personnes: lous les tonctionnaires d'amélioration des opérations de la fonction publique. avec des fonctions ou des suggestions pratiques curriculum vitae, des réalisations méritoires en rapport reconnaissance. Cette information comprend des gouvernement fédéral et la nouvelle politique de en vertu du Régime de primes d'encouragement du les tonctionnaires qui ont été nommés pour des primes Description: Ce fichier contient de l'information sur Primes d'encouragement

et de fournir des renseignements au sujet de Fonctionnaires. But: Ce fichier permet de conserver le numéro du concours). Catégorie de personnes: d'indiquer le numéro de référence pertinent (c.-à-d. avoir accès à ces renseignements sont tenues candidatures retenues. Les personnes qui souhaitent résultats de vérifications des références et la liste des sal les antécédents et des évaluations tous azimuts, les rapports sur les candidats/candidates, des rapports descriptions de travail, des énoncés de qualités, des tormulaire d'information sur les langues officielles, des des lettres d'offre, des lettres d'acceptation, le lettres de demande d'emploi, des notes de service, sécuritaires, les résultats de tests linguistiques, des Description: Ce fichier peut contenir des autorisations Processus de promotion de EX-04 à EX-05

> 00e062 Numéro de fichier: SCT PCE 729 dossier #: SCT DPP 380 Enregistrement (SCT): après 25 ans. No. APC: 93/031 Renvoi au sont transférés aux Archives nationales du Canada 75 ans et puis détruits. Les dossiers jugés historiques n'ont aucune valeur historique sont conservés pendant de conservation et de destruction : Les dossiers qui protection des renseignements personnels. Normes sont conformes aux dispositions de la Loi sur la ressources humaines et les régimes de pension royale du Canada. Toutes les liaisons concernant les membres de la GRC (GRC PPE 802) de la Gendarmerie la Défense nationale, les Dossiers de service des Canada, le Dossier des pensions (MDN PPE 859) de de Travaux publics et Services gouvernementaux cartonnées sur les pensions de retraite (ASC PCE 702) fonction publique (ASC PCE 701), les chemises pensionnés aux termes de la Loi sur la pension de la

> 001961 Numéro de fichier: SCT PCE 711 dossier #: SOT DR1 470 Enregistrement (SCT): conservés. Numéro APC: 94/011 Renvoi au aux Archives nationales du Canada pour être sont détruits. Certains échantillons ont été transférés dossiers sont conservés pendant dix ans après quoi ils Normes de conservation et de destruction : Les fournir de l'information générale pour des recherches. la Fonction publique. Usages compatibles : Il sert à conformément à la Loi sur les relations de travail dans bar les agents negociateurs, au nom d'individus, de tenir des dossiers sur les plaintes présentées eux-mêmes présentés. But : Ce fichier a pour objet négociateurs ont présenté des plaintes, ou qui en ont dans la Fonction publique) au nom desquels les agents publique (annexe 1 de la Loi sur les relations de travail de personnes : Tous les employés de la Fonction des agents négociateurs et des plaignants. Catégorie travail dans la Fonction publique et les représentations sur les décisions de la Commission des relations de Description: Ce fichier contient des renseignements Plaintes des agents négociateurs

> son intervention. Catégorie de personnes: Ces canadiennes ou de directives spécifiques, nécessitent Conseil du Trésor des situations qui, en vertu des lois res renseignements sont utilisés pour présenter au retraite, aux personnes à charge et aux survivants. Fouction publique et, dans les cas des pensions de renseignements se rattachent aux employes de la anciens et actuels des institutions fédérales. Ces les ministeres et les organismes au sujet des employès a jour les presentations au Conseil du Trèsor faites par accorder. Ce tichier a pour but d'enregistrer et de tenir ou autres, que le Conseil du Trésor est habilité à autorisations en matière d'administration de personnel les ministères et organismes en vue d'obtenir des des présentations au Conseil du Trésor faites par personnels utilisés à des fins administratives et tirés Description: Ce fichier renterme des renseignements Présentations au Conseil du Trésor

SCT PCE 704 Enregistrement (SCT): 005057 Numéro de fichier: laquelle le système a été éliminé. No. APC : 94-004 sont disponibles jusqu'au 31 mars 1996, date à 10 ans, et ensuite détruite. Les informations du MIFL transférés aux Archives nationales du Canada après sont conservés pour une période de 10 ans et textuels et électroniques : Les documents généraux conservés pendant une période de 25 ans. Dossiers historique. Les fichiers produits au trimestre sont informatisées : Ces dossiers n'ont pas de valeur conservation et de destruction: Les dossiers des renseignements personnels. Normes de conformes aux dispositions de la Loi sur la protection liaisons effectuées avec le SFL et le SILO sont linguistique offerte aux fonctionnaires. Toutes les Programme des langues officielles reliée à la formation statistiques pour exercer un contrôle sur la partie du référence, de recherche et de compilation de visés que par les organismes centraux à des fins de renseignements sont utilisés tant par les ministères aux fonctionnaires. Usages compatibles: Les officielles qui concerne la formation linguistique offerte le contrôle de la partie du Programme des langues

tonction publique, la Base de données du système des statistiques (CFP PCE (61) de la Commission de la sur les titulaires, le fichier des systèmes informatisés liaison entre les fichiers suivants : Système d'information Ce fichier peut servir de source d'information ou de évaluer les politiques du gouvernement sur la pension. la pension ainsi que pour planifier, mettre en œuvre et statistiques, développer des modifications aux lois sur à la Division des pensions pour mener des recherches renseignements que renferme ce fichier peuvent servir uniforme de la politique. Usages compatibles: Les chaque cas de pension pour assurer une application circonstances qui ont menè aux décisions prises dans pensions afin d'avoir des renseignements sur les Conseil du Trésor pour l'administration des lois sur les renseignements sont compilés à la demande du de la pension des services de détense. But : Ces des Forces canadiennes et à la Loi sur la continuation royale du Canada, à la Loi sur la pension de retraite sur la continuation des pensions de la Gendarmerie retraite de la Gendarmerie royale du Canada, à la Loi de la Fonction publique, à la Loi sur la pension de personnes qui sont assujetties à la Loi sur la pension pension de l'individu. Catégorie de personnes : Les particuliers de la situation en ce qui concerne la minimales et se rapportent seulement à des aspects minimales. Les données relatives à l'emploi sont aussi et ne contiennent que des données personnelles renseignements se rapportent à des situations précises anciennement le pouvoir d'entendre les appels. Les ou dans les cas où le Conseil du Trésor avait particuliers de pension lorsqu'il n'y a pas de précédent, qui servent à prendre des décisions dans des cas Description: Ce fichier renferme des renseignements Pension de la Fonction publique - cas

SCT PCE 735 Enregistrement (SCT): 002569 Numéro de fichier: APC: 94/011 Renvoi au dossier #: SCT DPP 450 Archives nationales du Canada pour être gardés. No. une période de 10 ans et ensuite transférés aux informatisées : Les documents sont conservés pour conservation et de destruction: Les dossiers déterminer s'il existe un précédent. Normes de entre les cas antérieurs et les cas actuels en vue de recherche interne visant à établir des comparaisons compatibles: Ce fichier est aussi utilisé aux fins de aux griefs déposés au CMM par les employés. Usages pour formuler la position de l'employeur en réponse Conseil du Trésor se servent de ces renseignements adoptés par celui-ci. Les agents du Secrétariat du fait l'objet de consultations au sein du CMM et ont été politiques, des directives ou des règlements qui ont présumées d'interprétation et d'application des CMM (article 7 - Règlement des griefs), les erreurs servent à résoudre, conformément aux règlements du principalement auprès du Secrétaire général du CNM et renseignements contenus dans ce fichier sont recueillis soit le Comité d'administration du CMM. But : Les du CMM) qui ont présenté leurs griefs au dernier palier, (lorsque l'employeur et l'agent négociateur font partie sur les relations de travail dans la Fonction publique

les ministères et organismes dans la mise en oeuvre et a, sppuyer le gouvernement, les organismes centraux, fournir des renseignements exacts, à jour et fiables, afin Fonction publique. But: Ce fichier a pour objet de partie II de la Loi sur les relations de travail dans la employés des organismes énumérés à l'annexe 1, Fonction publique et, à partir d'avril 1990, aux 1, partie I de la Loi sur les relations de travail dans la par les ministères et organismes énumérés à l'annexe fonctionnaires anciennement et actuellement employés personnes: Ces renseignements portent sur les Secrétariat du Conseil du Trésor. Catégorie de sur les langues officielles (SILO) et le MIFL du a également interaction entre le Système d'information rapportée au MIFL par les ministères et organismes. Il y publique. La formation liée à d'autres besoins est sux besoins généraux de l'ensemble de l'administration MIPL pour la formation reliée aux besoins statutaires et (SFL) de la Commission de la Fonction publique et le interaction entre le Système de formation linguistique jour le MIFL au moyen de la formule FIFL-A8. Il y a ministères et organismes sont chargés de mettre à de l'administration fédérale. Source des données : Les aur l'attribution d'un code unique à chaque employé soit remplacé par un système d'identification reposant q, szentance sociale (NAS) y apparaitra jusqu'à ce qu'il formation utilisées et le genre de formation. Le numéro compétences visés par la formation, les heures de contient notamment des données sur les niveaux de donnée aux fonctionnaires aux frais de l'Etat. Le fichier des renseignements relatifs à la formation linguistique Description: Le MIFL est un fichier central qui contient

Module informatisé sur la formation linguistique

005060 Numéro de fichier: SCT PCE 724 dossier #: SCT DRT 510 Enregistrement (SCT): Canada. No. APC: 93/031 et 94/011. Renvoi au 10 ans et transférés aux Archives nationales du électroniques Les documents sont conservés pendant nationales du Canada. Dossiers textuels et données sont transférées annuellement aux Archives et de destruction : Les dossiers informatisées : les renseignements personnels. Normes de conservation dispositions de la Loi sur la protection des des plans de rémunération sont contormes aux concernant l'administration des ressources humaines et avec les fichiers énumères ci-dessus, loutes les liaisons publique. Il est également possible d'établir des liaisons PCE 761) que détient la Commission de la Fonction Fichier des Systèmes informatisés statistiques (CFP gestion supérieure et de la catégorie de la gestion et le avantages sociaux à l'intention des membres de la traitement de la Fonction publique, Système sur les postes et la classification (SIPC); Système de

Numéro de fichier: SCT PCE 712 SCT DRT 470 Enregistrement (SCT): 005055 conservés. No. APC: 94/011 Renvoi au dossier #: transférés aux Archives nationales du Canada pour être 10 ans et puis détruits. Certains échantillons ont été destruction: Les dossiers sont conservés pendant recherches. Normes de conservation et de servent à tournir de l'information générale pour des d'arbitrage. Usages compatibles: Les renseignements par conséquent, n'ont pas nécessité de décision ont été retirés qu'ils aient été réglés ou non, et qui, tenir un registre des griefs soumis à l'arbitrage qui griefs à l'arbitrage. But : Ce fichier a pour objet de travail dans la Fonction publique) qui ont renvoyé leurs (Annexe 1 de la Partie 1 de la Loi sur les relations de bersonnes: lous les employes de la Fonction publique les employés du les ont présentés. Catégorie de sur les griefs soumis à l'arbitrage mais retiré par Description: Ce fichier contient des renseignements Griefs

énumèrés aux parties I et II de l'annexe I de la Loi Les employes des ministères et organismes fedéraux de santé du plaignant. Catégorie de personnes: leur résultat et, dans des cas exceptionnels, sur l'état de frais, les activités liées à la recherche d'un emploi et réinstallation et sur les demandes de remboursement mais pourront porter sur les itinéraires de voyage et de renseignements varieront en tonction de l'objet du grief des renseignements de base sur chaque cas. Ces ainsi que les réponses obtenues aux autres paliers et nom du Ministère et le lieu de travail du plaignant, numèro de téléphone, la classification du poste, le de griefs sur lesquelles figurent le nom, l'adresse, le res qossiers comprennent habituellement des tormules brocedure de recours du Conseil national mixte. ant les griefs presentes au dernier palier de la Description: Ce fichier renterme des renseignements Griefs du Conseil national mixte

> sur les relations de travail dans la Fonction publique. bont les activites de gestion du personnel se tait en employeurs distincts precises a l'annexe 1, partie 2 de également certaines personnes employées par les relations de travail dans la Fonction publique. On inclut du Trésor est l'employeur en vertu de la Loi sur les personnes: Toutes les personnes dont le Conseil et les dates d'entrée en vigueur. Catégorie de On y retrouve également les raisons des déplacements dates de nomination et la classification de l'employé. de dossier personnel, la date de naissance, le nom, les bersonnels tels que l'âge, le sexe, le code d'identification Le dossier de l'employe renterme des renseignements de chaque employé de l'administration tédérale. Description: Ce fichier renterme le dossier de mobilité Fichier d'information sur la mobilité des employés Numèro de fichier: SCT PCE 726 SCT DPP 360. Enregistrement (SCT): 002570 Numéro APC: 91/009 Renvoi au dossier #: et les documents sont à de 10 ans et ensuite détruits.. 204

perfectionnement; Système d'information sur les congés ; Système d'information sur la formation et le supplémentaires; Système de rapports sur les Retenues ; Système de rapports sur les services d'information des titulaires; Système Versements/ d'information pour les fichiers suivants : Système Ou bent se servir de ce système comme source externes qui les examinent et font des recommandations. superieurs sont transmises à des comités consultatifs tédéraux. Des données globales sur les niveaux Canada, ainsi que d'autres ministères et organismes la Commission de la Fonction publique, Statistique bont la Banque de données sur l'equite en emploi, compatibles: Ce système sert de source d'information protection des renseignements personnels. Usages de la Loi sur l'accès à l'information et de la Loi sur la due pour les demandes de renseignements en vertu portant sur les questions relatives au personnel, ainsi recherches, des études spéciales et des enquêtes de renseignements particuliers, pour mener des On s'en sert en outre pour répondre à des demandes surveillance des politiques relatives au personnel. planification, la mise en œuvre, l'évaluation et la les programmes d'équité en emploi, ainsi que la la négociation collective, l'analyse de la rémunération, de gestion des ressources humaines, qui comprennent qouvees servent à étayer les activités de planification et aniveillance des politiques gouvernementales. Les à la planification, la mise en œuvre, l'évaluation et la utilisateurs du Secrétariat du Conseil du Trésor et il sert données sur la mobilité de la main œuvre pour les les dites lois. Ce fichier est la source principale de conformément aux pouvoirs généraux que lui conférent d'information sur les employés de la Fonction publique En outre, le Conseil du Trésor maintient des systèmes sur la gestion des finances publiques), ainsi qu'à la Loi ant la gestion des finances publiques (auparavant la Loi vertu des autorisations et obligations précisées à la Loi la dite Loi. But: La cueillette des informations d'intérêt

004387 Numéro de fichier: RL PCE 700 destruction: A déterminer. Enregistrement (SCT): carrière des SMA. Normes de conservation et de nasdes compatibles: Le fichier sert à appuyer la roblet est a appuyer le systeme de gestion collective. au Programme des affectations internationales. But: ou participant au Programme Echanges Canada ou ministre adjoint et personnes cherchant à participer postes du Groupe de la direction au niveau de sousnon-tonctionnaires posant leur candidature a des PPQ. Catégorie de personnes: Fonctionnaires et SMA et les candidats/candidates qui ont rèussi le linguistiques et les autorisations sécuritaires pour les professionnelles, l'expérience en gestion, les résultats au dossier, des curriculum vitae, les aspirations réception, des notes sur les présentations, des notes a, ottre, des lettres d'acceptation, des accusés de professionnelles, des demandes d'emploi, des lettres acquises, des renseignements de base, les qualifications

dossier #: SCT DPP 360 Enregistrement (SCT): et ensuite détruits. No. APC: 93/031 Renvoi au qocnments sont conservés pour une période de 10 ans destruction: Dossiers textuels et électroniques: Les de réinstallation. Normes de conservation et de l'examen d'autres demandes d'exemption à la politique recherche en vue de l'élaboration de politiques et à Usages compatibles: Ce fichier sert aussi a la une décision a été prise quant à la réinstallation. lichier sert à consigner les cas individuels dans lesquels on entièrement payès par le gouvernement. But : Ce personne dont les trais de reinstallation sont partiellement de réinstallation. Catégorie de personnes : Toute jes demandes individuelles d'exemption à la politique lettres de décision, des notes d'analystes concernant Conseil du Tresor, des mémoires au président, des des données relatives aux présentations soumises au an ministre et du Ministère; des documents de base; Describtion: Ce fichier renterme la correspondance cas particuliers Exemption à la politique de réinstallation -

volumes de conservation pour les dossiers électroniques Normes de conservation et de destruction : Les q, exembtion a la politique concernant les voyages. de politiques et à l'examen d'autres demandes fichier sert aussi à la recherche en vue de l'élaboration concernant les voyages. Usages compatibles: Le dni qittere des conditions prèvues dans la politique Toute personne cherchant à obtenir une indemnisation concernant les voyages. Catégorie de personnes: cse barticuliers de demande d'exemption à la politique qecizion et des notes d'analystes concernant des Trésor; des mémoires au président; des lettres de pase concernant les presentations au Conseil du du ministre et du Ministère; de la documentation de Description: Ce fichier contient de la correspondance cas particuliers Exemption à la politique concernant les voyages -

005063 Numéro de fichier: SCT PCE 727

Dossiers personnels des sous-ministres adjoints Numéro de fichier: SCT PPE 815 sinsi que le CIDP. Enregistrement (SCI): 005083 videocassettes, en tournissant le nom au complet On peut accèder à ces fichiers, saut ceux sur document est garde cinq ans et ensuite détruit. jusqu'à sept jours et ensuite détruites. Tout autre investigation, les images vidéocassettes sont gardées détruits. A moins d'être nécessaires pour une genx sus bont investigation d'incidents et sont ensuite courtigle a eutrees sour danges bont nue belioge de eu gepors des heures de travail ou par les fiches de et sont ensuite détruits. Les renseignements recueillis nue bériode de deux ans pour investigation d'incidents automatisé pour raison de sécurité sont gardés pour SCT/Ministère des Finances sont gardés dans un fichier ayant trait à l'accès et l'évacuation des immeubles du couseinsu et de destruction : Les renseignements cartes d'identification et laissez-passer. Normes de investigation d'incidents ainsi que la délivrance de broduire des rapports d'analyse statistique ou pour secnute aux employes ainsi qu'aux biens immobiliers, et l'évacuation de certains immeubles, fournir la renseignements sont utilisés pour : contrôler l'accès compatibles: Pour des raisons de sécurité, les aux occupants et biens de l'immeuble. Usages l'édifice ; elles fournissent aussi une sécurité pour contrôler l'accès à l'édifice, à certaines zones de Pour des raisons de securité ces cartes sont utilisées utilisation des cartes d'identification et laissez-passer. l'information relative à la délivrance, annulation et régulièrement. But : Ce fichier a pour but de tenir que les entrepreneurs qui accèdent l'édifice emplacements du SCI/Ministère des Finances ainsi d'autres ministères qui travaillent ou visitent les Les employés du SCT/Ministère des Finances ou Catégories des personnes visées par le fichier : correspondance et vidéocassette ou camèra. bar les moyens suivants : tormulaires d'identification, emplacements. Ces renseignements sont recueillis en ce qui a trait à l'accès ou l'évacuation de certains passer. Le fichier confient aussi des renseignements fournissant le nom au complet ou le numéro du laissezautomatisé. On peut accéder à l'information en un bulletin de souscription et gardés dans un fichier cartes d'identification/laissez-passer sont recueillis par des emplacements. Les renseignements pour les aussi de l'information relative à l'accès/l'évacuation du SCI/Ministère des Finances. Le fichier contient personnes qui doivent régulièrement venir sur les lieux SCT/Ministère des Finances ainsi que pour les numéros de laissez-passer pour les employés du des signatures, des noms et prénoms, ainsi que des Description: Ce fichier contient des photographies, Cartes d'identification et laissez-passer

Dossiers personnels des sous-ministres adjoints et des candidats/candidates qui ont réussi le processus de pré-qualification (PPQ)

Description: Ce fichier peut contenir des données personnelles de base, les compétences et l'expérience

(SCT): 003560 Numero de fichier: SCI PCE (06 détruits. No. APC: 93/031 et 94/004 Enregistrement conservés pendant une période de 10 ans et ensuite Dossiers textuels et électroniques : les documents sont annuellement aux Archives nationales du Canada. maîtres pour un exercice financier sont transférés destruction: Données informatiques: les fichiers l'information. Normes de conservation et de bersonnels touchant la vie privée et l'accès à relativement aux demandes de renseignements recherches, des études spéciales et des sondages spéciales d'information et pour effectuer des banque est utilisée pour répondre aux demandes surveillance des politiques gouvernementales. La planification, la mise en œuvre, l'évaluation et la Secrétariat du Conseil du Trésor et elle sert à la données de la main d'œuvre pour les utilisateurs du publique. Cette banque est la source principale de systèmes d'information sur les employés de la Fonction Fonction publique, le Conseil du Trésor maintient des publiques et la Loi sur les relations de travail dans la lui conférent la Loi sur l'administration des finances matière d'emploi. En vertu des pouvoirs généraux que et obligations précisées dans la Loi sur l'équité en déclaration volontaire se fait en vertu des autorisations But: La cueillette des informations touchant la Loi sur les relations de travail dans la Fonction publique. l'employeur en vertu de la partie 1 de l'annexe 1 de la les employés actuels dont le Conseil du Trésor est de dossier personnel. Catégorie de personnes: Tous demande par écrit, y compris le code d'identification avoir accès à leur identification devraient soumettre une avec ces fichiers ministériels. Les personnes qui veulent Il permet d'effectuer l'exercice annuel de réconciliation ordinaires ministériels sur l'équité en emploi (POE 918). données sur la déclaration volontaire, tels les fichiers renseignements auprès d'autres fichiers renfermant des de l'analyse décrite ci-dessus. La Banque acquiert des manière qu'on puisse produire des tableaux à l'appui

(SCT): 004391 Numéro de fichier: RL PCE 720 et de destruction : A déterminer. Enregistrement gestion collective des SMA. Normes de conservation compatibles: Ce fichier est utilisé pour appuyer la d'autres analyses de la population des SMA. Usages des SMA et d'effectuer des études démographiques et L'objet est d'appuyer le système de gestion collective barticipants a des programmes d'échanges. But : Catégorie de personnes : Sous-ministres adjoints et linguistiques, resultats des ventications de securte. professionnels, expérience de la gestion, résultats qualifications professionnelles et études, intérêts SMA: information de base, antécédents professionnels, le perfectionnement des compétences et la rotation des préliminaire exacte et opportune sur les SMA et facilite adjoints. Il constitue également une source d'information exhaustifs et à jour concernant les sous-ministres Description: Ce fichier contient des renseignements Base de données des sous-ministres adjoints

l'information générale pour des recherches. Normes de conservation et de destruction: Les dosaiers sont conservés pendant 10 ans après quoi ils sont détruits. Certains échantillons sont transférés aux Archives nationales du Canada pour être conservés. No. APC: 94/011 Renvoi au dosaier #: SCT DRT 440 Enregistrement (SCT): 001959 SCT DRT 440 Enregistrement (SCT): 001959

Banque de données sur l'équité en emploi

sous-groupe et le niveau, le traitement, etc., de telle concernant l'âge, le sexe, le groupe professionnel, le susmentionnés; on obtiendra ainsi les renseignements d'identification de dossier personnel avec les fichiers tait l'objet d'une mise en corrélation au moyen du code ou plusieurs groupes désignés minoritaires. La Banque et des données indiquant qu'un individu fait partie d'un comporte le code d'identification de dossier personnel des versions des ministères. En particulier, la Banque déclaration volontaire du gouvernement canadien et renterme des données extraites du tormulaire de Systeme d'administration des priorités. La banque de gestion de l'information sur les nominations et le tels le Fichier de statistiques trimestrielles, le Système relevant de la Commission de la Fonction publique, fichiers de statistiques sur les ressources humaines tous du Secrétariat du Conseil du Trésor, ainsi que des d'information sur les postes et la classification (SIPC), sur la gestion du personnel (SIGP), le Système autres fichiers appropriés du Système d'information autres fichiers, notamment le fichier des titulaires, les du code d'identification de dossier personnel, avec les groupe désigné peut être mise en corrélation, à l'aide Une information à l'effet qu'un individu fait partie d'un en vertu de la Loi sur l'équité en matière d'emploi. humaines relativement aux obligations de l'employeur être utilisée aux fins de la gestion des ressources découlant de cette déclaration volontaire peut aussi consentement des individus en question, l'information les secteurs susceptibles d'amélioration. S'il y a en emploi dans la Fonction publique, et de déceler en vue de déterminer la situation eue égard à l'équité Ces comparaisons sont effectuées de façon périodique, les plans régional et professionnel, de la mobilité, etc. Fonction publique, du point de vue de la répartition sur désignés minoritaires, par rapport au reste de la contrôler la situation et l'avancement des groupes du travail. La Banque sert également à analyser et à publique et leur importance numérique sur le marché entre leur degré de représentation dans la Fonction visibles. Ces renseignements tacilitent la comparaison personnes handicapées ou les membres de minorités désignés minoritaires, soit les Autochtones, les déclaré être membres d'un ou plusieurs des groupes (population de la partie 1, annexe 1, LRTFP) qui ont sur les employés de la Fonction publique fédérale Description: Cette banque contient de l'information ressources humaines») (Auparavant «Système de contrôle des

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

, , , ,

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

l'après-mandat

Dossier personnel d'un employé

Dotation

Evaluation du rendement Formation et perfectionnement

Secrétariat du Conseil du Trésor du Canada Chapitre 132

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dans la Fonction publique. Catégorie de personnes:

Tous les employés de la Fonction publique (Annexe 1
de la Partie 1 de la Loi sur les relations de travail dans
la Fonction publique) qui ont renvoyé leurs griefs à
l'arbitrage. But: Ce fichier a pour objet de tenir un
l'arbitrage. But: Ce fichier a pour objet de tenir un
connexes. Usages compatibles: Il sert également à
fournir de l'information générale pour des recherches.

Mormes de conservation et de destruction: Les
dossiers sont conservation et de destruction: Les
dous ils sont détruits. Certains échantillons ont été
transférés aux Archives nationales du Canada pour être
conservés. No. APC: 94/011 Renvoi au dossier #:
CCT DRT 440 Enregistrement (SCT): 001958

SCT DRT 440 Enregistrement (SCT): 001958

collective ou de la décision arbitrale. Usages obligation qu'on prétend découler de la convention dans la Fonction publique afin de faire exécuter une conformément à la Loi sur les relations de travail bar l'employeur ou par les agents négociateurs un registre des dossiers sur les renvois effectués été soumis. But : Ce fichier a pour but de maintenir la Fonction publique) au nom desquels les renvois ont de la Partie 1 de la Loi sur les relations de travail dans Tous les employés de la Fonction publique (Annexe 1 décisions de la CRTFP. Catégorie de personnes: négociateur en vertu de l'article 99, LRTFP, et les sur les renvois effectués par l'employeur ou par l'agent Description: Ce fichier contient des renseignements (44TFP) 66 Arbitrage - Renvois en vertu des articles 98 et

compatibles: Il permet également de fournir de

Fichiers centraux

(SCT): 001960 Numéro de fichier: SCT PCE 710 Renvoi au dossier #: SCT DRT 445 Enregistrement 10 ans après quoi ils sont détruits. No. APC: 94/011 destruction: Les dossiers sont conservés pendant des recherches. Normes de conservation et de Ce fichier sert à fournir de l'information générale pour opservations de l'employeur. Usages compatibles: intervenants, les listes des positions exclus, et les demandes des agents négociateurs, la position des des relations de travail dans la Fonction publique, les renseignements sur les décisions de la Commission ainsi qu'un registre des positions exclus. Il contient des Loi sur les relations de travail dans la Fonction publique limites des exigences de l'Annexe 1 de la Partie 1 de la chaque accréditation d'agent négociateur dans les Ce fichier a pour objet de tenir un registre précis de s'applique le processus de négociation collective. But : les relations de travail dans la Fonction publique), à qui Fonction publique (Annexe 1 de la Partie 1 de la Loi sur Catégorie de personnes: Tous les employés de la relations de travail dans la Fonction publique. d'agent négociateur conformément à la Loi sur les accréditation, ré-accréditation et désaccréditation précis de chaque unité de négociation et chaque Description: Ce fichier a pour objet de tenir un registre Accréditation

Arbitrage – Renvois en vertu de l'article 92 (LRTFP) Description: Ce fichier contient des renseignements sur les griefs soumis à l'arbitrage et les décisions connexes de la Commission des relations de travail

dossiers sont conservés pendant deux ans à compter de la date de la fin du statut de priorité, puis sont détruits. Les autorités des Archives nationales du Canada sont consultées concernant la destruction des dossiers informatisés. No. APC: 86-001 Enregistrement (SCT): 002901 Numéro de flichier: SCan PPE 805

(SCT): 003667 Numéro de fichier: SCan PPE 815 Les dossiers seront ensuite détruits. Enregistrement décisions relatives à la sélection des participants. conservée pendant au moins deux ans à compter conservation et de destruction : L'information sera des candidates par le comité de sélection. Normes de banque de données servira exclusivement à l'évaluation Usages compatibles: L'information recueillie pour la au Programme de perfectionnement en gestion. poste du Groupe EX. But : Sélectionner lès participants espèrent accéder, à moyen ou à court terme, à un la Direction générale de la protection de la santé qui Catégorie de personnes: Tous les employés de en gestion et des affectations à ce programme. de la participation au Programme de perfectionnement comité consultatif de sélection de la DGPS, en vue résultats d'entrevues et les recommandations du le centre d'évaluation, les résultats d'évaluations, les les évaluations et/ou les attestations de rendement, les raisons motivant le parrainage des candidatures, l'information relative à l'équité en matière d'emploi, personnel, la formation scolaire, le plan de carrière, d'assurance sociale ou le code d'identification le groupe et le niveau de l'employé, le numéro domicile et l'adresse postale, le numéro de téléphone, les renseignements suivants : le nom, l'adresse du Description: Cette banque de données renferme Programme de perfectionnement en gestion

SCan PPE 804 Enregistrement (SCT): 002749 Numéro de fichier: et sont détruits par la suite. No. APC: 86-001 dossiers sont conservés pour une période de six ans Normes de conservation et de destruction : Les compatible avec le but précisé dans la partie 5. Asages compatibles: L'utilisation de ce fichier est des années-personnes est une responsabilité financière. annuellement. La préparation du rapport sur l'utilisation qui doivent être rapportés au Conseil du Trésor années-personnes qui servent à la gestion interne et d'enregistrer les renseignements sur l'utilisation des employés du Ministère. But : Ce fichier a pour but Catégorie de personnes: Ce fichier concerne les du système ministériel d'information sur le personnel. établir un lien entre l'information de ce fichier et celui de vérification et d'identification des individus et pour Le numéro d'assurance sociale est utilisé à des fins par individu, sur l'utilisation des années-personnes. Description: Ce fichier confient des renseignements, guuees-bersonnes Système de contrôle et d'imputabilité des

Fichiers particuliers

par la suite. No. APC: 86-001 Enregistrement (SCT): remplacée ou soit devenue désuète, et sont détruits une période de 2 ans, après que l'information ait été de destruction : Les dossiers sont conservés pour mentionné à la partie 5. Normes de conservation et compatibles: L'usage est compatible avec le but employés exclus de la négociation collective. Usages de ce fichier est d'enregistrer les données sur les raisons confidentielles ou de gestion. But: L'objet qui sont exclus de la négociation collective pour des ministère de la Santé nationale et du Bien-être social dossiers de ce fichier touchent à tous les employés du générale et la division. Catégorie de personnes : Les et le code d'exclusion, le niveau, le groupe, la direction Description: Les renseignements comprennent la date confidentielles ou de gestion Dossiers des exclusions pour des raisons

002900 Numéro de fichier: SCan PPE 802

SCan PPE 801 Enregistrement (SCT): 002748 Numéro de fichier: administratives et ils sont détruits. No. APC: 86-001 période de deux ans après leur dernier usage à des fins de destruction : Les dossiers sont conservés pour une précisé dans la partie 5. Normes de conservation et L'utilisation de ce fichier est compatible avec le but décider quelle action prendre. Usages compatibles: résolution, pour préparer une défense ou pour officiellement, et sont conservés pour obtenir une employés du Ministère qui ont porté plainte publique. But : Les dossiers touchent tous les la Personne ou à la Commission de la Fonction qui enregistrent une plainte à la Commission Droits de Catégorie de personnes: Employés et ex-employés la personne et les plaintes anti-discriminatoires. comprennent les plaintes relatives aux droits de Description: Les renseignements de ce fichier Dossiers des plaintes du Ministère (employés)

Normes de conservation et de destruction : Les compatible avec le but mentionné à la partie 5. de nomination. Usages compatibles: L'usage est des renseignements sur les employés ayant une priorité Commission de la Fonction publique, en vue de fournir existe aussi, conformément à diverses politiques de la ayant une priorité administrative ou statutaire. Ce fichier vue de tournir des renseignements sur les employés 37 de la Loi sur l'emploi dans la Fonction publique en fichier a été créé conformément aux articles 29, 30 et ont été mises en disponibilité par l'institution. But : Ce bersonnes: Employès de l'institution et personnes qui agents de dotation du Ministère. Catégorie de des présentations faites aux directeurs et (ou) aux priorités administratives ou statutaires et les résultats personnels de base, des renseignements sur les Description: Oe fichier contient des renseignements et d'autorisation Dossiers du Centre de présentation prioritaire

Santé Canada

Chapitre 131

Fichiers centraux

la banque sont également utilisés pour donner suite aux poursuites et aux plaintes formulées auprès de la Commission canadienne des droits de la personne au sujet des résultats des évaluations médicales de la santé au travail et des réponses des ministères employeurs pour régler un cas bien précis. Ayant repport à SBS PCE 701. Normes de conservés pendant de destruction :Les dossiers sont conservés pendant dossiers qui ne contiennent pas d'évaluations de santé (exposition professionnelle, examen médical avant atfavail) sont conservés pendant 10 ans, puis détruits. APC: 99/022 Enregistrement (SCT): 005086 atfravail) sont conservés pendant 10 ans, puis détruits.

Numéro de fichier: SCan PCE 701 No. APC: 99/022 Enregistrement (SCT): 005087 travail) sont conservés pendant 10 ans, puis détruits. affectation, bilan de santé périodique ou aptitude au (exposition professionnelle, examen médical avant dossiers qui ne contiennent pas d'évaluations de santé 30 ans après la dernière entrée, puis détruits. Les de destruction : Les dossiers sont conservés pendant et de vérification interne. Normes de conservation et recherche, de planification, d'évaluation, de statistiques aux fins de gestion des programmes et à des fins de Les renseignements peuvent être utilisés à l'interne mentale, d'emploi et de pension. Usages compatibles: décisions ou droits en matière médicale, de santé Les renseignements sont utilisés afin d'appuyer les médicales et de santé mentale, de milieu de travail. milien, de pré-embauche, d'évaluations périodiques de maintien des facteurs d'hygiène du travail et du éventuels y compris les dossiers de surveillance et dossiers de santé au travail des fonctionnaires fédéraux Canada. But: Ce fichier a pour but de maintenir les l'Agence d'hygiène et de sécurité au travail de Santé gouvernement fédéral qui ont passé un marché avec les employés d'industries réglementées par le fonctionnaires et, à certains endroits, peut comprendre fonctionnaires fédéraux, anciens fonctionnaires, futurs dossier demandé. Catégorie de personnes: Les su complet, leur date de naissance et l'endroit du l'accès à ces renseignements doivent fournir leur nom traitement et de conseil. Les personnes demandant de laboratoire, des radiographies et des rapports de résultats et des évaluations, des analyses et rapports médicaux, psychiatriques et d'experts-conseils, des renseignements suivants ou la totalité : des rapports Description: Ce fichier contient certains des Dossiers médicaux de santé au travail

de fichier: SCan PCE 703 99/022 Enregistrement (SCT): 005077 Numéro conservés pendant 10 ans, puis détruits. No. APC: bilan de santé périodique ou aptitude au travail) sont professionnelle, examen médical avant affectation, contiennent pas d'évaluations de santé (exposition dernière entrée, puis détruits. Les dossiers qui ne dossiers sont conservés pendant 30 ans après la Normes de conservation et de destruction : Les vérification interne. Ayant rapport à SBS PCE 701. planification, d'évaluation, de statistiques et de des programmes et à des fins de recherche, de peuvent être utilisés à l'interne aux fins de gestion travail. Usages compatibles: Les renseignements sont aussi utilisés pour la surveillance de la santé au d'aiguillage d'employés perturbés. Les renseignements retour au travail, de conseil et aiguillage, d'examens et les traitements d'urgence, les rapports de visites de toutes les consultations des unités de santé y compris Le but de ce fichier est de maintenir les dossiers de personnes : Santé des fonctionnaires fédéraux. But : et où se trouve le dossier demandé. Catégorie de fournir leur nom au complet, leur date de naissance demandant l'accès à ces renseignements doivent aiguillage et rapports d'audiogramme. Les personnes examens, conseil, conseil d'employés perturbés, d'urgence, rapports de visites de retour au travail, renseignements suivants ou la totalité : traitement Description: Ce fichier contient certains des Dossiers des dispensaires

vérification interne. Les renseignements contenus dans de planification, d'évaluation, de statistiques et de gestion des programmes et à des fins de recherche, renseignements sont utilisés à l'interne aux fins de fonctionnaires fédéraux. Usages compatibles: Les évalués par le Comité médical consultatif - Santé des recommandations relatives à des cas médicaux litigieux est de maintenir un dossier des décisions ou des Les fonctionnaires fédéraux. But : Le but de ce fichier leur numèro de dossier. Catégorie de personnes: fournir leur nom au complet, leur date de naissance et Les personnes demandant l'accès à ce fichier doivent des rapports de laboratoire ou des radiographies. médical, des évaluations médicales et psychologiques, des rapports médicaux, des résultats d'examen renseignements suivants ou la totalité : des demandes, Description: Ce fichier contient certains des fonctionnaires fédéraux Comité médical consultatif - Santé des

Usages compatibles: Toutes les données sur les employés seront obtenues par le téléchargement des données du système PeopleSoft. Normes de conservation et de destruction: Les normes de approuvées par les Archives nationales du Canada. Communiquer avec: Directeur, Planification stratégique, SSI-DBIES. Renvoi au dossier #: SNCan SSI 790 Enregistrement (SCT): 003332 Aluméro de fichier: RNCan PPE 813

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

RNCan PPE 803 Enregistrement (SCT): 002313 Numéro de fichier: SSI-DRH. Renvoi au dossier #: RNCan SSI 765 en politique/Int. Rémunération et avantages sociaux, administratives. Communiquer avec: Conseillère arrêt ou après la dernière consultation à des fins financières après le dernier paiement de la saisiedestruction: Les dossiers sont détruits six années services financiers. Normes de conservation et de financiers nécessaires est détenue par le Bureau des fandis qu' une copie de tous les renseignements par le conseiller en rémunération et avantages sociaux naturelles Canada, un dossier complet est détenu d'agent désigné de la Couronne. A Ressources être divulguée au Ministère de la Justice en sa capacité procédures ont débutées. En plus, l'information doit de la cour provinciale et au huissier du comté où les exigent que l'information soit divulguée au greffier

fichier: RMCan PPE 807 007 Enregistrement (SCT): 003370 Numéro de services, STME. Renvoi au dossier #: RNCan DEX Direction de la politique, de la planification et des Communiquer avec: Directrice, Informatique, la dernière utilisation à des fins administratives. conservation et de destruction: Deux ans après par l'utilisation de mots de passe. Normes de Secteur. L'accès à la base de données sera restreint identifier sans difficulté l'emplacement des biens du Fournir à la direction du Secteur des rapports pour les employés ont la garde. Usages compatibles: les biens comme les ordinateurs et l'équipement dont du Secteur des minéraux et métaux. But : Enregistrer elle a la garde. Catégorie de personnes: Employés voyages à l'étranger de l'employé(e) et biens dont il ou précédemment, participation à des conférences et du Secteur pour lesquelles l'employé(e) a travaillé du bureau, numéro de téléphone, nom des directions d'identification de dossier personnel, emplacement Description: Nom, numéro d'employé(e), code Système de gestion de CAUMET (FERME)

Système du Ministère pour la gestion des installations assistée par ordinateur (Fermé)
Description: Information relative aux locaux occupés par les employés, y compris le nom, le CIDP, la situation, le centre de responsabilité, le niveau, le titre du poste, l'immeuble, le numéro de téléphone. Catégorie de personnes: Employés de téléphone. Catégorie de personnes: Employés de Ministère. But: Les données sont utilisées pour gérer le logement et établir des prévisions sur l'utilisation des locaux par catégorie d'employé.

et comptes à recevoir – SSI/DGF Enregistrement (SCT) : 003670 Numéro de fichier : RNCan PPE 816

003309 Numéro de fichier: RNCan PPE 811 dossier #: HNCan SSI 790 Enregistrement (SCT): Chef, Section de la dotation, SSI-DRH. Renvoi au après la fin de l'affectation. Communiquer avec : et de destruction : Les dossiers sont détruits trois ans d'affectations des employés. Normes de conservation offres d'affectations des gestionnaires aux demandes compatibles: Ces registres servent à assortir les combler leurs postes au moyen du Programme. Usages et les assortir aux demandes des gestionnaires pour conserver les dossiers d'inscription au Programme But: Cette banque de données sert à rassembler et la Fonction publique qui se sont inscrits au Programme. personnes: Ces données touchent les employés de employés lors de leur affectation. Catégorie de sur les affectations offertes, et sur le rendement des personnelle sur les employés inscrits au Programme, Description: Cette banque contient de l'information Programme d'affectations – (FERME)

fichier: RNCan PPE 812 765 Enregistrement (SCT): 003310 Numéro de effectifs, SSI-DRH. Renvoi au dossier #: RNCan SSI Communiquer avec : Chef, Réaménagement des détruits deux ans après le placement de l'employé. conservation et de destruction : Les registres sont à faciliter le placement des employés. Normes de dotation. Usages compatibles: Ces registres servent placement des employés bénéficiant d'une priorité de en dotation et aux gestionnaires pour faciliter le données sert à fournir de l'information aux conseillers droit à une priorité de dotation. But : Cette banque de employés et anciens employés du Ministère qui ont eu Catégorie de personnes: Ces données touchent les à des gestionnaires et/ou conseillers en dotation. de dotation et sur les résultats de leur présentation personnelle sur les employés ayant droit à une priorité Description: Cette banque contient de l'information Réaménagement des effectifs - (FERME)

compatibles: Les procédures de saisie de traitement d'intention de pratiquer une saisie-arrêt. Usages bureau de traitement et avantages d'exécuter les avis de fournir de la documentation afin de permettre au pratiqué une saisie-arrêt. But : Ce fichier a pour but uniquement des services personnels, contre qui on a travaillent pour leurs propres comptes et offrent et les entrepreneurs engagés par le Ministère qui Catégorie de personnes: Les employés du Ministère de saisie-arrêt et d'autres documents connexes. avis d'intention de pratiquer une saisie-arrêt, les brets arrêt et la distraction de pensions. Il comprend les de rémunération, conformément à la Loi sur la saisieconcerne la saisie de traitement et d'autres formes Description: Ce fichier contient de l'information qui remuneration Saisie de traitement et d'autres formes de

> RNCan SSI 730 Enregistrement (SCT): 000408 Numéro de fichier: RNCan PPE 802

RNCan PPE 805 Enregistrement (SCT): 003119 Numéro de fichier: SSI-DGF. Renvoi au dossier #: RNCan SSI 720 Directrice adjointe, Systèmes financiers et formation, conservés pendant six ans. Communiquer avec: conservation et de destruction : Les registres sont transmis à des personnes de l'extérieur. Normes de Les renseignements qu'ils contiennent ne sont pas aux activités de planification et de budgétisation. Usages compatibles: Ces registres servent d'appui la Loi sur la protection des renseignements personnels. utilisées à des fins administratives dans le contexte de Ministère. Les données de cette banque ne sont pas ub seriennoitzeg seb noitnetniil ś noitsmrotniib lituo faite des années-personnes. Il s'agit en fait d'un matière de traitement et à enregistrer l'utilisation données sert à prévoir les besoins du Ministère en employés du Ministère. But : Cette banque de Catégorie de personnes: Ces données touchent les personnel (CDIP) est utilisé à des fins administratives. de l'employé. Le code d'identification de dossier numéro du poste, le niveau de groupe et la situation des renseignements sur la période d'emploi, le années-personnes par individu. Elle recèle également données relatives au traitement et à l'utilisation des Description: Cette banque contient les Module de prévisions salariales

sont détruits. Communiquer avec : Chet - Revenues cinq ans jusqu'à ce que le passeport expire, puis ils **gestruction:** Les dossiers sont conserves pendant bays étrangers. Normes de conservation et de l'organisation de délégations qui se rendent dans des Commerce international et aux ambassades en vue de divulguée au ministère des Affaires étrangères et du Usages compatibles: Linformation peut être se rendant à l'étranger pour le compte du Ministère. dans des pays étrangers et de certains consultants du personnel exempté, des délégations voyageant de passeports et de visas pour le compte des employés, But: L'information est utilisée pour traiter les demandes passeports spéciaux ou diplomatiques ou de visas. travaillant pour le Ministère qui ont besoin de Ministère, personnel exempté et certains consultants demandes. Catégorie de personnes: Employés du organisations du Ministère d'où proviennent les dossiers contenant des copies sont détenus par les rendu des visites officielles qui ont eu lieu, etc. Les basseports spéciaux, les numèros de visas, le compte renseignements personnels y compris les numeros de la date de naissance, le sexe, l'état civil et autres au Ministère. Il confient la demande de passeport, administrer les demandes de passeports et de visas des passeports, Services ministériels, et est utilisé pour Description: Ce fichier est alimenté par le Bureau Passeports et Visas

PPE 817 (SCT): SCT 003657 Numéro de fichier: RNCan financiers et formation, SSI-DGF Enregistrement Communiquer avec : Directeur adjoint, Systèmes Les dossiers sont conservés pendant 6 ans. dernières. Normes de conservation et de destruction: autorités chargées des enquêtes et divulgués à ces renseignements pourraient être demandés par les rapports sur les dépenses. En cas de fraude, certains ou diverses unités du Ministère, et la préparation de vérificateurs, le Secrétariat de l'AIPRP, le Parlement demandes de renseignements présentées par des la préparation des Comptes publics, la réponse aux et préparer des rapports à leur sujet. Cela comprend ministérielles effectuées au moyen de carte d'achats sout ntilisés pour comptabiliser les dépenses crédit. Usages compatibles: Ces renseignements Ministère sont imputés aux bons comptes de carte de achats effectués par les employés pour le compte du employés autorisés du ministère. But : Assurer que les pour d'autre raisons. Catégorie de personnes: Les données. Le CIDP n'est par affiché, imprimé ou diffusé la carte de crédit pour la saisie et la consultation des numéro de compte de l'employé au lieu du numéro de mesure de protection, le CIDP est utilisé en tant que Ministère au moyen de leur carte d'achat. Comme rapprochement des achats qu'ils ont effectués pour le détenteurs de carte pour l'enregistrement et le Cette base de données est ensuite utilisée par les son code d'identification de dossier personnel (CIDP). la carte de crédit, le nom du détenteur de la carte et bont chaque employé sont le numéro de compte de Mastercard, Visa, etc. Les renseignements recueillis garde d'une carte d'achat du gouvernement, p. ex. se rapportasnt aux employés du Ministère qui ont la financier du Ministère contient des renseignements Description: Ce fichier faisant partir du système crédit du Ministère Fichier maître des détenteurs de cartes de

SSI-DBIES. No. APC: 86-001 Renvoi au dossier #: avec : Directrice, Division de la gestion des affaires, que les occupants ont quitté les lieux. Communiquer individuels sont conservés pendant deux ans après conservation et de destruction : Les dossiers Travaux publics, fichier n° TPC PPU 020. Normes de Usages compatibles: Relié au ministère des logements et à récupérer les montants des loyers. fichier servent à administrer la location de ces Employés du Ministère. But : Les données dans ce et de reprise du logement. Catégorie de personnes: également le montant du loyer et les dates d'affectation et la classification et le salaire de l'employé. Il donne l'occupation, la situation familiale, le nombre d'enfants éloignées des grands centres. Il comprend les noms, appartenant à la Couronne dans les régions du Nord relative aux employés qui occupent des logements Description: Ce tichier contient de l'information Logements de la Couronne

employés et anciens employés de la Fonction publique Catégorie de personnes: Ces données touchent les de travailler ou aux restrictions devant s'appliquer. médicales relativement à la capacité de l'employé problèmes médicaux de l'employé, les évaluations d'examen médical, la correspondance reliée aux Description: Cette banque contient les demandes Demandes d'examen médical des employés de fichier: RNCan PPE 815 SSI 765 Enregistrement (SCT): 003647 Numéro PeopleSoft, SSI-DRH Renvoi au dossier #: RMCan Communiquer avec : Gestionnaire de projet périodiquement en cas de défaillance du système. Une sauvegarde des données est effectuée tenues et mises à jour au besoin de façon continue. conservation et de destruction : Les données sont de savoir» obtiennent accès au système. Normes de un utilisateur. Seules les personnes qui ont un «besoin d'un processus de validation au moment de l'accès par contrôlé et protégé par un mot de passe au moyen nouveau à l'effectif. L' accès au système est strictement anciens employés lorsque ces derniers sont portés de de récupérer des Archives nationales les dossiers des naturelles Canada, et par le Bureau des dossiers afin l'Annuaire du personnel et des services de Ressources Il est utilisé par Télécommunications afin de tenir à jour téléphone ou de leur durée d'emploi avec le Ministère. sujet du lieu de travail des employés, de leur numéro de demandes de renseignements provenant du public au système est également utilisé pour répondre aux ressources humaines. Usages compatibles: Le autorisés de la Direction générale des services en I, nfilisation par des personnes autres que les employes données n'est ni affiché ni imprimé ni diffusé pour fins administratives. Le CIDP contenu dans la base de renseignements de base utilisés pour une diversité de But : La base de données permanentes contient des Catégorie de personnes: Employés du Ministère. par les employés au cours des mesures de dotation. sources existantes comme les renseignements fournis des services en ressources humaines, au moyen de de Rénumération et avantages, Direction générale

fichier: RNCan PPE 810 SSI 765 Enregistrement (SCT): 003308 Numéro de rémunération, SSI-DRH. Renvoi au dossier #: RNCan avec : Directeur, Division des relations de travail et de la la dernière utilisation administrative. Communiquer destruction: Les registres sont détruits deux ans après reliès à leur santé. Normes de conservation et de soumis, dans le cadre de leur travail, à certains risques bénéfices ; vérifier l'état de santé des employés évaluer l'à-propos d'accorder certains congés ou la capacité de l'employé d'exécuter ses fonctions; Usages compatibles: Ces registres servent à évaluer relativement à la capacité des employés de travailler. conserver les dossiers de demandes d'examen médicaux Cette banque de données sert à rassembler et de qui une évaluation médicale a été exigée. But :

Fichiers ordinaires

description de leur contenu. publication) une définition des fichiers ordinaires et une Vous trouverez dans l'introduction (au début de cette

Accidents d'automobile

Aide aux employés

Autorisations sécuritaires

Dossier personnel d'un employè

Dotation

Evaluation du rendement

Formation et perfectionnement

Langues officielles

Harcèlement

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

maison. Les données sont entrées par les employés

contient les noms des employés du Ministère, leurs

Description: Cette base de données permanentes

gase de données permanentes sur les employés

RNCan SSI 770 Enregistrement (SCT): 003344

télécommunications, SSI-DGI. Renvoi au dossier #:

Deux ans après la dernière utilisation administrative.

passe et d'autres mesures de sécurité restreindront de façon à éliminer les entrées en double. Des mots de

versées dans le fichier de renseignements personnels

(p. ex. en ce dui touche le stationnement) seront

Normes de conservation et de destruction: l'accès aux diverses base de données administratives.

Numéro de fichier: RNCan PPE 806

Communiquer avec: Chef, Services des

du Ministère.

et adresses et numéros de téléphone au bureau et à la

Code d'identification de dossier personnel (CIDP), titres,

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

(SCT): 004474 Numéro de fichier: PJCCI PPE 806 administrative inscrite au dossier. Enregistrement

(SCT): 004475 Numéro de fichier: PJCCI PPE 807 administrative inscrite au dossier. Enregistrement années se soient écoulées depuis la dernière mesure l'employé ait atteint l'âge de 80 ans pourvu que 2 destruction: La durée de l'emploi et jusqu'à ce que remises de fonds. Normes de conservation et de que le total des retenues concorde avec le total des publics et Services gouvernementaux Canada, vérifie retenues salariales. Usages compatibles: Travaux retraite des employés pendant l'année, basées sur leurs est de rapporter les remises de fonds à la caisse de de personnes: Employés de l'institution. But: Le but personnels reliès au Règime de Pension. Catégorie Description: Ce fichier contient des renseignements Registres du régime de pension

PJCCI PPE 808 Enregistrement (SCT): 004476 Numéro de fichier: dernière mesure administrative inscrite au dossier. pourvu que 2 années se soient écoulées depuis la et jusqu'à ce que l'employé ait atteint l'âge de 80 ans conservation et de destruction : La durée de l'emploi le revenu et impôts de chaque individu. Normes de Canada – Impôt. Usages compatibles : Afin d'établir Le but est de se conformer aux exigences de Revenu personnes: Employés et retraités de l'institution. But: certains retraités de l'institution. Catégorie de salariales, incluant les impôts, sur les employés et personnels reliés aux salaires et diverses retenues Description: Ce fichier confient des renseignements Registres fiscaux

Ressources naturelles Canada

Chapitre 130

Fichiers particuliers

requises pour d'autres systèmes d'administration internes. Usages compatibles: Les donnees de base pase requise pour d'autres systèmes d'administration données servira en outre à stocker l'information de l'annuaire, ni dans le service en ligne. La base de (CIDP) ne sera divulgué ni dans la version imprimée de ligne. Le Code d'identification de dossier personnel l'avenir, on offrira aussi un service de consultation en sert à produire la copie papier de l'annuaire ; dans personnes: Employés du Ministère. But: L'information travaillent et les services qu'ils offrent. Catégorie de numéro de téléphone, l'organisation pour laquelle ils dossier personnel, l'emplacement de leur bureau, leur le nom des employés, leur Code d'identification de l'organisation et le personnel du Ministère. Il comprend Description: Le fichier renferme des données sur Annuaire du personnel et des services.

Dossier personnel d'un employé Évaluation et examen du rendement de l'employé

Griefs

Harcèlement

Langues officielles

Prime au mérite et de rendement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

d'autres services. Normes de conservation et de destruction: Déterminées par le service de gestion des documents du ministère et les Archives nationales du Canada. No. APC: 85-001 Enregistrement (SCT): 000640 Numéro de fichier: MPO PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Ponts Jacques Cartier et Champlain Incorporée, Les

PJCCI PPE 803 Enregistrement (SCT): 000651 Numéro de fichier: d'administration ou de recherches. No. APC: 85-001 dossiers seront conservés plus longtemps à des fins laquelle un arbitre a rendu sa décision. Certains de ces suivant la date de règlement du griet ou la date à dossiers sont détruits après une période de dix ans Normes de conservation et de destruction: Les paliers de la procédure jusqu'après l'étape d'arbitrage. le cas échéant, aider à résoudre les griefs à tous les fichier sont utilisés exclusivement pour consigner et, compatibles: Les renseignements contenus dans ce des griefs jusqu'après l'étape d'arbitrage. Usages renseignements utilisés à tous les paliers de règlement l'institution But : Ce fichier a pour but de consigner les griefs. Catégorie de personnes: Employés de

années se soient écoulées depuis la dernière mesure l'employé ait atteint l'âge de 80 ans pourvu que 2 destruction. La durée de l'emploi et jusqu'à ce que "But" ci-dessus. Normes de conservation et de la vue, Soins dentaires. Usages compatibles: Voir accidentelle, Soins de santé/médicaments/soins de Assurance-vie personne à charge, Décès et mutilation pour les assurances suivantes : Vie, Longue invalidité, l'information pour déterminer les primes mensuelles Sunlife du Canada, compagnie d'assurance-vie, utilise de personnes : Employés de l'institution. But : assurances sur chacun des employés. Catégorie personnels reliés aux couvertures de diverses Description: Ce fichier contient des renseignements auprès de la Sunlife du Canada. Rapports du portefeuille d'assurances groupe

Fichiers particuliers

000663 Numéro de fichier: PJCCI PPE 802 conflit. No. APC: 85-001 Enregistrement (SCT): ou que l'on a résolu le cas où il y avait effectivement situation reliée à un conflit d'intérêt potentiel est réglée Les dossiers sont détruits deux ans après que la l'emploi. Normes de conservation et de destruction: mutations, les mesures disciplinaires et la fin de compatibles : Etayer les décisions touchant les les situations réelles de conflit d'intérêt. Usages consigner les conflits d'intérêt potentiels et à résoudre des ministères et organismes fédéraux. Il sert à de conflit d'intérêt potentiel ou réel pour les employés contient des renseignements concernant des situations personnes: Employés de l'institution. But: Ce fichier valeurs immobilières qu'ils possèdent. Catégorie de officielles des employés et leurs intérêts privés ou les conflits d'intérêt potentiels et réels entre les fonctions d'enquête, ainsi que la correspondance concernant les situations potentielles de conflit d'intérêt, des rapports volontaires faites par les employés concernant des Description: Ce fichier contient des divulgations Conflits d'intérêt

Description: Ce fichier contient les griefs présentés Description: Ce fichier contient les griefs des unités de par les employés et par les représentants des unités de négociation; les accusés de réception et les réponses de la direction; les témoignages; les descriptions les rapports d'enquête et d'analyse; les descriptions de poste nécessaires lors de griefs sur la classification et toute la correspondance échangée au sujet des et toute la correspondance échangée au sujet des

trois ans au ministère. Enregistrement (SCT): 003625 de destruction : Les dossiers sont conservés pendant administratives connexes. Normes de conservation et de ce fichier peut aussi être utilisée à d'autres fins considération pour un rédéploiement. L'information que les personnes prioritaires reçoivent une première considérés. But: Ce repertoire est vérifié afin s'assure candidats et aux postes pour lesquels ils sont ministère, ainsi que des renseignements reliéx aux dotation et le redeploiement des priorités au sein du tichier contient des renseignements concernant la restent a determiner. Categorie de personnes: Ce conservation et de destruction de ces documents Iresor) et aux agents de négociations. Les normes de de la Fonction publique et Secrétariat du Conseil du statistiques soumis aux agences centrales (Commission conferns dans ce tichier servent aux rapports considération pour un redéploiement. L'information les personnes prioritaires reçoivent une première ministère, ce répertoire est vérifié afin d'assurer que

Il contient des renseignements tels que la date de ant les responsables de port designes par le ministre. Description: Ce fichier contient des renseignements Responsables de port Numéro de fichier: MPO PPE 802 administratives connexes. Les renseignements de ce fichier peut aussi être utilisée à d'autres fins

quectives on mont pas payee le droit d'amarrage ou

compatibles: Les renseignements contenus dans ce

voir à l'application de la Loi et des règlements. Usages

bort. But: Assurer la gestion, percevoir les recettes, et

Canada. Categorie de personnes: Responsable de

documents du ministère et les Archives nationales du

de conservation et de destruction des dossiers restent le droit d'amarrage ou d'autres services. Les normes

clients du ont entreint les directives ou n'ont pas paye

verifications et a l'occasion a poursuivre en justice des

renseignements contenus dans ce tichier servent a des voient à l'application de la Loi et des réglements. Les

assurent la gestion sur place, reçoivent les recettes, , et

designes par le ministre, en vertu de la Loi sur les ports

d'insigne. Les responsables de port peuvent aussi être de téléphone, le numèro d'identification et le numèro

renseignements tels que le nom, l'adresse, le numero

responsables de port designes par le ministre. Unaque

berçues au port et l'importance des tâches connexes.

rémunération basée sur le pourcentage des recettes

dans la région du Pacifique, les autres reçoivent une

nomination (et de révocation) et la rémunération pour

services rendus. Note: Saut pour 39 années-personnes

responsable de port a un dossier contenant des

Ce tichier contient des renseignements sur les

gesidues comme agents d'application de la Loi, ils

de l'information actuelle et historique pour des fins de pêche et de plaisance. Le fichier sert à conserver

administratives. Les responsables de port sont aussi

a etre determinees par le service de gestion des

poursuivre en justice des clients qui ont entreint les

fichier servent à des vérifications et à l'occasion à

de presence approuves et des notes sur les certificats concernant les demandes de conge et les rapports Description: Oe fichier contient tous les renseignements Présences et congès fichier: MPO PPE 806 89-001 Enregistrement (SCT): 000630 Numèro de par la suite, elles sont envoyées au registre. No. APC: jormules sont conservees jusqu'à la fin de l'année et Normes de conservation et de destruction: Les un employè et les activités du programme de formation. toute information concernant la formation suivie par activités de formation; fournir au service de gestion au Conseil du Trésor toute information reliée aux suivis; faciliter le suivi concernant le palement; fournir les employes a des cours; tenir un registre des cours ressources humaines. Usages compatibles: Enregistrer des dossiers soumis à l'approbation du comité des les programmes de perfectionnement; préparer bonr le système de données sur la formation et pour servir le point de contact avec les organismes centraux des employés du ministère des Pèches et des Océans; programmes sur la formation et le perfectionnement tournir la documentation pour l'administration de des Péches et des Océans. But : Ce fichier sert à fant qu'instructeurs à des cours donnés par le ministère tonctionnaires qui ont assiste ou qui ont travaille en ministère des Pêches et des Océans et les autres Catégorie de personnes: Les employés du des participants aux congés de perfectionnement. des participants au programme des congés d'études; PFS; des participants aux programmes d'échange, formation; des participants aux programmes CAP et la direction ; des formules d'autorisation d'activités de

service rendu, et les formules portant l'approbation de

examens du rendement, les accords de retour pour

(SCT): 000628 Numéro de fichier: MPO PPE 805 l'année financière. No. APC: 85-001 Enregistrement destruction : Le fichier est détruit un an après la fin de taux d'absentéisme. Normes de conservation et de coudés ; évaluation de l'utilisation des congés et les des conges sur les formules de rapport annuel des rapport aux relevés de présence; enregistrement aux congés disponibles; des salaires verses par compatibles: Vérification des absences en rapport coudes et des présences des employes. Usages des renseignements pour l'administration des employés du ministère. But : Ce fichier sert à obtenir qe bersonnes: Les renseignements touchent les de mèdecin qui justifient les absences. Catégorie

excédentaires. Quand un poste doit être comble au rapportent à tous les employes du ministère declares sont consideres. Les renseignements de ce tichier se reliés aux candidats et aux postes pour lesquels ils au sein du ministère, ainsi que des renseignements concernant la dotation et le redéploiement des priorités Description: Ce fichier contient des renseignements en matière de priorités Régime national de liaison et d'autorisation

Stationnement

Voyages et réinstallations

Rémunération et avantages sociaux

Sécurité et santé au travail

Pêches et Océans Canada

Chapitre 128

Evaluation et examen du rendement de l'employé – Rémunération au mérite et de rémunération fondé sur le rendement

(SCT): 000635 Numéro de fichier: MPO PPE 807 avec le ministère. No. APC: 85-001 Enregistrement détruits lorsque les employés terminent leur emploi conservation et de destruction : Les dossiers sont de formation et de perfectionnement. Normes de salaire annuel ; déterminer les besoins en matière accessibles. Usages compatibles: Déterminer le les évaluations du rendement soient facilement statistiques doivent être produites. Il faut donc que établi pour la cote de rendement et des données annuels de rémunération. Il faut respecter le contingent xust seb noitsnimetéb al ansb trathoqmi triemèlé du rendement doivent être retenues, car elles sont un rémunération fondé sur le rendement, les évaluations par les régimes de rémunération au mérite et de PE). But: Etant donné que les employés sont assujettis rémunération fondé sur le rendement (à l'exception des régime de rémunération au mérite et le régime de direction EX ainsi que les employés couverts par le de personnes: Tous les employés du groupe de la travail, de formation et de perfectionnement. Catégorie des aptitudes, des caractéristiques et des objectifs de l'employé, des résumés d'examen de rendement, annuels, lesquels comprennent les évaluations de Le fichier contient des copies des rapports d'évaluation en ce qui a trait aux habiletés, aptitudes et réalisations. sur le niveau de rendement de chacun des employés Description: Ce fichier contient des renseignements sur le rendement

de stagiaire en gestion, dont les curriculum vitae, les sont en congé d'étude prolongé, CAP et le programme formation; un registre individuel sur les employés qui (financières et humaines) utilisées en ce qui a trait à la humaines en formation) détaillant les ressources (coût de formation et rapports des ressources aux organismes centraux, notamment les formules l'information requise pour la production de rapports employés qui ont assisté au cours ainsi que leur CIP); donne sous forme de cours maison (données sur les l'extérieur ; un registre de la formation que le ministère offerts par des organismes gouvernementaux et à la participation d'employés à des activités de formation, de paiements des coûts et la correspondance reliée à le code d'identification personnelle (CIP); un registre personnelles et notamment des demandes de formation; Description: Ce fichier contient des données Formation et perfectionnement

Fichiers particuliers

Numéro de fichier: MPO PPE 804 No. APC: 85-001 Enregistrement (SCT): 001742 sont conservés pendant trois ans dans le ministère. de conservation et de destruction : Les dossiers audience d'appel ou pendant une enquête. Normes établie. Ils servent aussi parfois à l'occasion d'une à partir de la liste d'admissibilité une fois qu'elle est pendant le processus de concours et de nominations compatibles: Les renseignements sont utilisées des candidats pour les postes à remplir. Usages pour un poste. But: Ce fichier sert à l'évaluation Candidats à un concours ou personnes considérées liste d'admissibilité. Catégorie de personnes: formulaire de consentement à un rapport d'évaluation, consentement à devenir bilingue, conflit d'intérêts, curriculum vitae, appréciation, évaluation, documentation suivante: formulaire de demande, de l'employé à la suite d'un concours. Il contient la documentation spécifique se rattachant au rendement générale se rattachant à des postes particuliers et de la Description: Oe fichier contient de la documentation Dossiers de dotation (II)

WhO PPE 803 Enregistrement (SCT): 000627 Numéro de fichier: pour une période de trois ans. No. APC: 85-001 et de destruction : On conserve les dossiers processus de concours. Normes de conservation compatibles: Renseignements utilisés pendant le est doté ou abolit dans la Fonction publique. Usages aux fins de référence et de vérification, lorsqu'un poste but d'établir un dossier des candidats pour les postes considérées pour un poste. But : Ce fichier a pour de relève se portant candidats à un concours ou Les employés aux niveaux EX; personnes de groupes à la suite d'un concours. Catégorie de personnes: spécifique se rattachant au rendement de l'employé particuliers jusqu'au niveau EX-5 et la documentation documentation générale se rattachant à des postes du groupe de la direction. De plus, il renferme la et le candidat élu ainsi que le départ des employés renseignements sur le poste à doter, les candidats du groupe de la direction au ministère. Il contient des concernant la dotation et la décroissance des postes Description: Oe fichier contient des renseignements la Direction (I) Dotation et transition d'emploi - Groupe de

AOR 095 Enregistrement (SCT) : 002165 Numéro de fichier : PC PPE 803

002074 Numéro de fichier: PC PPE 801 conservé. No. APC: 86-001 Enregistrement (SCT): cas où l'employé demeure au Ministère, le fichier est après que l'employé ait quitté le Ministère. Dans les et de destruction : Les dossiers sont détruits deux ans l'environnement des postes. Normes de conservation l'agencement entre le profil des employés et le profil de carrière. Les renseignements servent aussi à déterminer les employés participant au programme de gestion de renseignements recueillis sont utilisés afin de conseiller employés au travail. Usages compatibles: Les et à accroître la productivité et la satisfaction des Il vise à assurer la rentabilisation des ressources humaines à l'administration du programme de gestion de carrière. pour but d'emmagasiner les renseignements nécessaires personnes: Employés du Ministère. But: Ce fichier a des systèmes de données automatisés. Catégorie de entrevues, ou compilés à partir de leurs dossiers ou ont été recueillis en fonction d'un questionnaire, des leur affectation ou nomination. Tous ces renseignements documentation reliée à leur plan de carrière, formation, de carrière, leur curriculum vitae, ainsi que toute personnels sur les employés, notamment sur leur profil Description: Ce fichier contient des renseignements Gestion de carrière

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

No. APC: 86-001 Renvoi au dossier #: CH AOR 095 l'exercice au cours duquel il y a eu règlement des frais. sont conservés pendant une période de six ans après de conservation et de destruction : Les documents Canada à des fins de l'émission des chèques. Normes des travaux publics et Services gouvernementaux renseignements sommaires sont fournis au Ministère terme et l'utilisation de véhicule particuliers. Des enfants, voyages prolongés et les réinstallations à court et en classe d'affaires, les frais reliés à la garde des voyages internationaux, les vols en première classe du Conseil du Trésor, les rapports concernant les vérification ainsi qu'à fournir, sur demande, au Secrétariat à des fins de planification, de budgétisation et de susmentionnés et à émettre les chèques nécessaires, dépenses, frais et réclamations et autres déboursés le paiement des factures des fournisseurs, des Usages compatibles: Les dossiers servent à justifier liste de paie, conformément aux autorisations reçues. des employés, des dépenses qui ne relèvent pas de la le service des comptes fournisseurs et des comptes au Ministère. But : Ce fichier porte sur le paiement, par de biens et de services et les personnes sous contrat

Enregistrement (SCT): 002162 Numéro de fichier:

PC PPE 804

lutte contre le crime ainsi qu'à des fins de planification, sécurité et de fiabilité, d'action criminelle, d'enquête, de en matière de mesures disciplinaires, d'évaluation de utilisent ces renseignements pour appuyer les décisions Usages compatibles: Les autorités du Ministère et la nature des mesures disciplinaires le cas échéant. mesures à cet égard ainsi qu'à déterminer la nécessité la sensibilisation face à la sécurité et l'application des évaluer les tendances en matière d'activités criminelles, renseignements sur les infractions à la sécurité visant à le Ministère. But : Ce fichier a pour objet la tenue de Employés du Ministère et entrepreneurs traitant avec support papier ou informatique. Catégorie de personnes: Les renseignements contenus dans ce fichier sont sur d'incident ou d'infraction et la date où il s'est produit. par le numéro de référence du dossier, le type dans lequel les personnes sont nommées est identifié date de naissance, le nom et les initiales. Le rapport correspondance. Les personnes sont identifiées par la écrites, de pièces documentaires et d'autres pièces de rapports d'enquêtes et de fréquence, de déclarations de sécurité ont fait enquête. Le fichier est constitué de d'infractions à la sécurité, et sur lesquels les Services incidents criminels ou divers, ou qui sont coupables personnels sur les individus impliqués dans des Description: Ce fichier contient des renseignements Dossiers sur les enquêtes des services de sécurité

personnes qui ne sont pas des employés du Ministère. Ils sont ensuite détruits. Renvoi au dossier #: CH

départ de l'employé, et pendant cinq ans pour les

et de destruction: Les renseignements contenus dans ce fichier sont conservés pendant deux ans suivant le

d'évaluation et de statistiques. Normes de conservation

Office national du film du Canada

Chapitre 125

Fichiers particuliers

de l'Office national du film en mars 1998, les fichiers médicaux des employés sont conservés au Service des Archives de l'ONF. Les fichiers seront détruits en 2003, à moins qu'ils ne soient individuellement réclamés par l'employé avant cette date. Enregistrement (SCT):

Fichiers ordinaires

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Autorisations sécuritaires

Dossier personnel d'un employé

Griefs

Présences et congés

Sécurité et santé au travail Voyages et réinstallations

ou employeur. Normes de conservation et de fichier ne sont transmises à aucun autre organisme d'employabilité. Les informations contenues dans le employés et n'était en aucun cas utilisé pour vérification était conservé dans le cadre d'un service de santé aux d'accidents de travail. Usages compatibles: Ce fichier permettre un suivi médical à l'employé et en matière du film du Canada. But : Ce fichier a pour but de qui sont actuellement à l'emploi de l'Office national Catégorie de personnes: Personnes qui ont été ou renseignements fournis par l'employé ou son médecin. médicaux avec diagnostic ou nom de maladie et des ou à l'extérieur. Il peut aussi y avoir des certificats d'examens qui ont été effectués sur le lieu de travail notes de médecins et d'infirmières ou des résultats actuellement à l'emploi de l'ONF. Il peut contenir des diagnostiques sur les personnes qui ont été ou qui sont des rapports d'examen spéciaux, observations et Description : Ce fichier contient des fiches médicales, Employés de l'Office national du film du Canada

destruction : Depuis la fermeture du Service de santé

Ombudsman de la Défense nationale et des Forces canadiennes

Chapitre 126

Chapitre 127

Note: Les renseignements sur les employés de l'Ombudsman de la Défense nationale et des Forces canadiennes sont détenus par le ministère de la Défense nationale.

Patrimoine canadien

Fichiers particuliers

documents sur les opérations se trouvent aussi dans le fichier automatisé Comptes fournisseurs. Les personnes qui désirent avoir accès à ce fichier doivent préciser s'ils sont des employés, des entrepreneurs ou des réclamants et fournir des détails sur les paiements (endroit, nature et dates). Catégorie de personnes: Les employés de l'institution qui réclament des frais de déplacement et de logement, des frais de réinstallation, des frais d'inceription à des cours, d'indemnité de poste isolé et des cotisations à des associations, des primes et des montants à titre gracieux et d'autres frais divers qui sont accordés aux employés; les fournisseurs divers qui sont accordés aux employés; les fournisseurs

Comptes fournisseurs/Comptes des employés
Description: Ce fichier renferme les autorisations, les avances, les factures des fournisseurs, les préparatifs de voyage, les itinéraires et la correspondance concernant les déplacements, les réinstallations ou les affectations à l'étranger des employés, les rapports de dépenses, les reçus, de la correspondance et d'autres pièces justificatives visant le remboursement de dépenses et de frais, le règlement des réclamations, d'autres paiements et les demandes de chèque. Des

environnementales de la vallée du Mackenzie Office d'examen des répercussions

Chapitre 121

personnels (mentionné dans l'introduction). l'information et de la protection des renseignements communiquer avec le Coordonnateur de l'accès à environnementales de la vallée du Mackenzie, veuillez employés de l'Office d'examen des répercussions Note: Pour de plus amples renseignements sur les

Office Gwich'in d'aménagement territorial

Chapitre 122

sur la protection des renseignements personnels. assujetti à la Loi sur l'accès à l'information et à la Loi Note: L'Office Gwich'in d'aménagement territorial est

Office Gwich'in des terres et des eaux

Chapitre 123

sur la protection des renseignements personnels. assujetti à la Loi sur l'accès à l'information et à la Loi Note: L'Office Gwich'in des terres et des eaux est

Chapitre 124 Office national de l'énergie

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Office des eaux du Territoire du Yukon

Chapitre 117

Note: Les renseignements sur les employés de l'Office des eaux du Territoire du Yukon sont détenus par le ministère des Affaires Indiennes et du Nord Canada.

Office des terres et des eaux de la vallée du Mackenzie

Shapitre 118

Note: L'Office des terres et des eaux de la vallée du Mackenzie est assujetti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office des terres et des eaux du Sahtu

Chapitre 119

Note : L'Office des terres et des eaux du Sahtu est assujetti à la Loi sur l'accès à l'information et à la Loi sur la protection des renseignements personnels.

Office des transports du Canada

Chapitre 120

Harcèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Présences et congés

Politique de reconnaissance

.

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUÇTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Office d'aménagement territorial du Sahtu

Chapitre 113

sur la protection des renseignements personnels. assujetti à la Loi sur l'accès à l'information et à la Loi Note: L'Office d'aménagement territorial du Sahtu est

q, egn qonce Office de commercialisation du poisson

Chapitre 114

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Stationnement

Office des droits de surface du Yukon

Chapitre 115

Dotation

Laprès-mandat

Evaluation du rendement

Autorisations sécuritaires

Aide aux employés

et d'avion

Dossier personnel d'un employè

et une description de leur contenu.

Fichiers ordinaires

Code régissant les conflits d'intérêts et

Cartes d'identification et laissez-passer

Accidents d'automobile, de bateau, d'embarcation

cette publication) une définition des fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

sur la protection des renseignements personnels. assujetti à la Loi sur l'accès à l'information et à la Loi Note: L'Office des droits de surface du Yukon est

Ohapitre 116 Office des eaux des Territoires du Nord-Ouest

Nord Canada. détenus par le ministère des Affaires indiennes et du l'Office des eaux des lerritoires du Nord-Ouest sont Note: Les renseignements sur les employés de

Ceux des anciens employés sont versés dans un fichier contient les dossiers de tous les employés de l'Office. relatif au personnel ou à l'organisation. Le fichier assurés, et sur la retraite, ainsi que tout autre document remboursement des services médicaux et dentaires perfectionnement suivis, sur les demandes de renseignements sur les cours de formation et de de recommandation, les curriculum vitae, des d'absence et d'heures supplémentaires, les lettres évaluations de rendement, les relevés de présence, notamment les attestations de nomination, les sommaires d'emploi du personnel au sein de l'Office, des ressources humaines. Il contient les dossiers Description: Ce fichier relève de la Section Dossiers personnels des employés

Fichiers particuliers

Chapitre 112

extracôtiers

Office Canada - Terre-Neuve des hydrocarbures

dossiers de tous les employés de l'Office. Ceux des nature ayant trait à l'emploi. Le fichier contient les prises contre elles et tout renseignement de cette bénéficiaires de celle-ci), les mesures disciplinaires leur pension, leur assurance (y compris les noms des et de perfectionnement qu'elles ont suivis, leur salaire, d'heures supplémentaires, les cours de formation d'emploi, leurs relevés de présence, d'absence et promotions et leurs rétrogradations, leurs périodes rendement, leurs nominations, leurs mutations, leurs professionnels, leurs références, leurs évaluations de de téléphone, leur scolarité, leurs antécédents leur nationalité, leur adresse à domicile, leur numéro à l'Office et peuvent comprendre leur âge, leur sexe, renseignements portent sur l'emploi de ces personnes sur les employés et anciens employés de l'Office. Ces Description: Oe fichier contient des renseignements Dossiers personnels des employés

Fichiers particuliers

Chapitre 111

hydrocarbures extracôtiers Office Canada - Nouvelle-Écosse des

Programme d'équité en matière d'emploi

Présences et congés

Politique de reconnaissance

de fichier: CTN PPE 801 en question. Enregistrement (SCT): 002309 Numéro la dernière mesure administrative concernant le dossier à la condition que deux ans se soient écoulés depuis l'intéressé atteint 70 ans, ou deux ans après sa mort, de la cessation d'emploi. Ils sont détruits lorsque employés antérieurs sont versés à un fichier inactif lors conservation et de destruction : Les dossiers des bonk chaque membre du personnel. Normes de Canada-Terre-Neuve des hydrocarbures extracôtiers un dossier sommaire d'emploi au sein de l'Office de l'Office. But : Ce fichier a pour but de fournir humaines. Catégorie de personnes: Employés en faisant la demande à la Section des ressources scrnels et anciens peuvent consulter leur dossier inactif lors de la cessation d'emploi. Les employés

NEH PPE 805 Enregistrement (SCT): 003314 Numéro de fichier: administrative concernant les dossiers en question. se soient écoulés depuis la dernière mesure deux ans après leur mort, à la condition que deux ans détruits lorsque les intéressés atteignent 70 ans, ou un fichier inactif lors de la cessation d'emploi. Ils sont Les dossiers des employés antérieurs sont versés à groupe. Normes de conservation et de destruction: utilisés aux fins de référence d'emploi ou d'assurance compatibles: Ces renseignements peuvent être membres du personnel au sein de l'Office. Usages sur l'emploi des membres actuels et des anciens actuels et anciens de l'Office. But : Fournir un dossier industrielles. Catégorie de personnes: Employés demande au gestionnaire, Administration et retombées anciens peuvent consulter leur dossier en en faisant la lors de la cessation d'emploi. Les employés actuels et anciens employés sont versés dans un fichier inactif

> Voyages et réinstallations Sécurité et santé au travail Rémunération et avantages

Musée des beaux-arts du Canada

Chapitre 109

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

qn Cauada Musée des sciences et de la technologie

Off apitre 110

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

et d'avion Accidents d'automobile, de bateau, d'embarcation

Autorisations sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Fichiers particuliers

Numèro de fichier: MST PPE 801

No. APC: 86-001 Enregistrement (SCT): 002862 le départ de l'employé qui a fait l'objet de la vérification. contenus dans ce fichier sont détruits deux ans après conservation et de destruction : Les renseignements disciplinaires et à la cessation d'emplor. Normes de à des mutations, à des promotions, à des mesures compatibles: Etayer les décisions se rapportant leurs tâches avec fiabilité et honnêteté. Usages déterminer s'ils sont dignes de confisace pour exécuter ou d'un contrat. But : Confirmer l'identité des gens et fédéral en vertu d'une nomination, d'une affectation travaillant ou demandant à travailler au gouvernement personnels. Catégorie de personnes: Les personnes des personnes ainsi que d'autres renseignements les casiers judiciaires et, les cas échéant, la solvabilité dnalités professionnelles, les antécédent professionnels, Le fichier renferme des données sur les études, les d'une nomination, d'une affectation ou d'un contrat. demandant à travailler dans leurs services en vertu vérifications de la fiabilité de personnes travaillant ou gouvernement du Canada sur la sécurité, à des ont procédé, conformément à la politique du qu'ont rassemblés des institutions fédérales lorsqu'elles Description: Ce fichier contient des renseignements Vérification de la fiabilité

Voyages et réinstallations Vérification de la fiabilité Stationnement Sécurité et santé au travail Rémunération et avantages Présences et congés Mesures disciplinaires Langues officielles

Dossier personnel d'un employé l'après-mandat Code régissant les conflits d'intérêts et

Dotation

Griefs

Evaluation du rendement

Formation et perfectionnement

Harcèlement

Musée canadien des civilisations

Chapitre 108

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers particuliers

WCI PPE 801 Enregistrement (SCT): 000380 Numéro de fichier: particulier, puis ils sont détruits. No. APC: 86-001 règlement de la transaction pour chaque cas en une période de deux ans après la réclamation et le destruction: Les dossiers sont conservés pour les réparations. Normes de conservation et de responsabilité dans les accidents survenus et autoriser l'emploi de la SMCC. But : Déterminer à la fois la personnes: Ce fichier se rattache aux personnes à utilisés à des fins professionnelles. Catégorie de appartenant à l'Etat ainsi qu'à des véhicules privés les accidents survenus à des véhicules loués ou de transactions et la correspondance concernant subis ; des décisions du tribunal ; des règlements les accidents; des réclamations pour les dommages Description: Ce fichier contient des rapports sur Les accidents d'automobile

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Cartes d'identification et laissez-passer

qocnweuts couteurs gaus ce tichier n'ont pas encore destruction: Les critères de destruction pour les matière d'emploi. Normes de conservation et de à des fins de planification en relation avec l'équité en utilisés dans le cadre de l'élaboration des politiques ou Monnaie. Les renseignements peuvent également être représentés d'une manière équitable au sein de la permettront aux groupes cibles d'être admis et d'être et d'introduire des mesures temporaires spéciales qui systémique dans l'embauche, de l'éliminer s'il y a lieu gouvernement, afin de déterminer s'il y a discrimination des programmes d'équité en matière d'emploi du renseignements recueillis sont utilisés dans le cadre et avec leurs homologues sur le marché du travail. Les groupes au sein des ministères et organismes fédéraux membres des groupes cibles avec celles des autres personnel des employés et decomparer la situation des renseignements sont utilisés afin de réaliser un profil minorités raciales). Usages compatibles: Ces

Fichiers ordinaires

de fichier: MRO PPE 803

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

été établis. Enregistrement (SCT): 003361 Numéro

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Formation et perfectionnement

Harcèlement

Rémunération et avantages

Sécurité et santé au travail

Stationnement Voyages et réinstallations

Musée canadien de la nature

(femmes, autochtones et personnes souffrant d'un handicap physique ou mental et, dans certains cas,

brésentées selon leur sexe et leur groupe cible

C'est grâce à ces renseignements qu'il est possible d'avoir toutes les données au sujet des employés,

documentation nécessaire à la mise en oeuvre de la politique sur l'équité en matière d'emploi de la Monnaie.

employés de la MRC. But : Ce fichier contient toute la

groupe minoritaire. Catégorie de personnes: Les renseignements dans ce fichier se rapportent aux

autochtones, s'ils souffrent d'une invalidité physique permanente ou continue ou s'ils font partie d'un

ou des systèmes de données automatisés. Les répondants doivent indiquer leur sexe, s'ils sont

entrevues, ou compilés à partir de leurs dossiers

leurs projets de carrière ; leur formation et leur

Programme d'équité en matière d'emploi

MRO PPE 805

personnels sur les employés, notamment sur leurs études ; leurs antécédents professionnels et

Description: Ce fichier contient des renseignements

détruits deux ans après la fin de l'exercice financier. Enregistrement (SCT) : 002266 Numéro de fichier :

conservation et de destruction: Les dossiers sont

des congés et le taux d'absentéisme. Normes de

de l'emploi ; et à déterminer quelle est l'utilisation

notamment en ce qui a trait aux congés et à la fin

Le fichier sert également à consigner les congés autorisés et les jours de présence ; à étayer les

décisions relatives à la rémunération et aux avantages,

employés au sein de la MRC. Usages compatibles:

l'administration des congés et des présences des

absences). Catégorie de personnes: Employés

sont présentés sous forme de modules automatisés

renseignements r elatifs aux congés et aux présences

dossier annuel portant sur les congés et les présences est joint au dossier personnel d'un employé. Certains

Description : Ce fichier contient des rapports sur les absences et les demandes de congé des individus. Le

de la MRC. But : Ce fichier a pour but d'étayer

bersonnel (système présence/temps, congés et

enregistrés dans des bases de données sur le

Présences et congés

perfectionnement; tous ces renseignements ont été recueillis en fonction des questionnaires ou des

Chapitre 107

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Numéro de fichier: MRO PPE 806 dernière justification. Enregistrement (SCT): 002267 dossiers sont détruits deux ans après la date de la Normes de conservation et de destruction : Les des programmes relatits aux langues officielles. linguistique de l'employe et de veritier l'administration promotions. Il permet également de verifier le statut employé, en matière de dotation, de mutations et de à étayer et à justifier les décisions concernant chaque employés. Usages compatibles : Le fichier sert aussi linguistique et à confirmer les réalisations des linguistiques, ainsi qu'à justifier le besoin en formation matière de langues officielles et les épreuves étayer les décisions touchant les qualifications en publique et des sociétés d'Etat. Il vise à justifier et à officielles relatives aux employés de la Fonction l'administration des politiques en matiere de langues but de fournir de la documentation nécessaire à Employés de la MRC. But : Ce fichier a pour personnel de l'employé. Catégorie de personnes: formation et les exemptions sont joints au dossier examens linguistiques, les dossiers concernant la de l'employé en matière de langues officielles. Les et la correspondance concernant les qualifications connaissance linguistique; les certificats de formation

(SCT): 002269 Numero de fichier: MRO PPE 808 connexe à la mesure en cause. Enregistrement l'on détruise immédiatement toute la documentation c, est l, organisme ou le ministère qui doit voir à ce que Lorsque les mesures disciplinaires ont été annulées, bonivin di ancine antie mesnie n'ait ete prise depuis. la date à laquelle la mesure disciplinaire a été prise, couseines bendant une période de deux ans suivant Lorsqu'il n'y a pas de convention, les dossiers sont mentionne dans les conventions collectives pertinentes. l'employé, le délai de conservation est celui qui est avis qui ont ete joints au dossier personnel de avis relatits aux mesures disciplinaires, y compris les conservation et de destruction : En ce qui a trait aux rétrogradations et à la fin de l'emploi. Normes de aux présences et aux congés ; aux mutations ; aux décisions relatives à la rémunération et aux avantages; compatibles: Le fichier sert également à étayer les déterminer la nature de ces mesures. Usages des mesures disciplinaires et, dans ce cas, à Il sert également à déterminer s'il y a lieu de prendre utilisés lors de mesures disciplinaires prises à la MRC. la MRC. But: Ce fichier contient des renseignements de l'employe. Categorie de personnes : Employes de qisciblinaires peuvent être joints au dossier personnel resulte de ces enquêtes. Les avis de mesures cas d'inconduite possible et le rapport d'analyse qui obinions juridiques, les enquetes se rapportant a des de l'inconduite d'un employe, les temoignages, les disciplinaires et la correspondance échangée au sujet Description: Ce tichier contient des avis de mesures Mesures disciplinaires

nominations et les promotions. Une demande d'accès à ce fichier doit être accompagnée, s'il y a lieu, d'un numéro de concours. Normes de conservés pendant une période de deux ans suivant la conclusion de l'action de dotation. Enregistrement (SCT): 002265 Numéro de dotation.

fichier: MRO PPE 809 Enregistrement (SCT): 002270 Numéro de période de trois ans pour tous les employés. Les dossiers doivent être conservés pendant une l'emploi. Normes de conservation et de destruction: employés, aux mesures disciplinaires et à la fin de aux mutations, aux rétrogradations, à l'aide aux aussi à étayer les décisions ayant trait aux promotions, congédiement. Usages compatibles: Le fichier sert augmentations annuelles, au maintien en fonction et au approbations de la rémunération au rendement, aux des conts de formation et de perfectionnement, aux notamment en ce qui a trait à la nécessité de donner déterminer le rendement de chacun des employés, de chacun des employés de la MHC. Il vise à renseignements concernant le niveau de rendement Employés de la MRC. But : Ce fichier contient des réalisations et intérêts). Catégorie de personnes: rendement de l'employé au travail (habiletés, aptitudes, des rapports et de la correspondance concernant le Description: Ce fichier contient des évaluations, Evaluation du rendement

Numéro de fichier: MRO PPE 807 de réglement du grief. Enregistrement (SCT): 002268 détruits après une période de trois ans suivant la date conservation et de destruction : Les dossiers sont griets à tous les paliers de la procédure. Normes de pour consigner et, le cas échéant, aider à résoudre les confeuns asus ce tichier sont utilisés exclusivement des griefs. Usages compatibles : Les renseignements renseignements utilisés à tous les paliers de réglement MHC. But: Ce fichier a pour but de consigner les gnets. Categorie de personnes: Employes de la er ronte la correspondance echangee au sujet des de poste nécessaires lors de griets sur la classification les rapports d'enquête et d'analyse; les descriptions de la direction; les témoignages; les opinions juridiques; négociation; les accusés de réception et les réponses bar les employés et par les représentants des unités de Description: Ce fichier contient les griefs présentés Griets

Langues officielles

Description: Ce fichier contient les inscriptions aux cours et des renseignements relatifs aux présences; des demandes de formation linguistique comprenant des données personnelles de base utilisées à des fins d'identification, comme la principale langue officielle de l'employé, sa date de naissance et son numéro d'assurance sociale; les résultats des examens de d'assurance sociale; les résultats des examens de

Rémunération et avantages Sécurité et santé au travail Stationnement Vérification de la fiabilité

Voyages et réinstallations

Dotation

Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés

Monnaie royale canadienne Chapitre 106

Fichiers particulier

personnes: Ces renseignements se rapportent aux employés de la Monnaie. But: Ce fichier contient des renseignements concernant des situations de conflit d'intérêt apparent, potentiel ou réel pour les employés de la Monnaie. Usages compatibles: Il sert à consigner les conflits d'intérêt apparents ou potentiels et les questions d'après-mandat ainsi qu'à résoudre les situations réelles de conflit. Normes de conservation et de destruction: Les dossiers sont détruits deux ans apparent ou potentiel est réglée ou que l'on a résolu le cas où il y avai t effectivement conflit. Enregistrement cas où il y avai t effectivement conflit. Enregistrement (SCT): 003360 Numéro de fichier: MRO PPE 802

dans le cadre des procédures de griefs portant sur les ultérieure. Ces renseignements sont également utilisés de répertoires de candidats aux fins de consultation aussi à la sélection à la dotation et à l'établissement de la Monnaie. Usages compatibles ; Le fichier sert benneur etre utilises pour la dotation de postes au sein But: Ce fichier contient des renseignements qui public qui présentent une demande de candidature. Les employés de la Monnaie et les membres du grand personnel d'un employé). Catégorie de personnes : relatifs à des décisions de dotation dans le dossier sociale. (N.B. On peut également trouver des avis sexe, les niveaux d'études et le numéro d'assurance renseignements personnels notamment sur l'âge, le la dotation. Ce tichier rassemble une grande variété de gestinès aux candidats; la correspondance relative à des listes d'admissibilité; des offres d'emploi; des avis documents relatifs à des examens et à leurs résultats; d'évaluation du comité de dotation en personnel, des évaluations du jury de sélection, y compris les notes portant sur des griefs en matière de dotation; des a, embloi ; des listes de candidats ; des documents répertoire des ressources humaines ; des demandes wises à pied ; des imprimés d'ordinateur relatifs au concours; des demandes de mutation; des listes de de salaire ; des profils de sélection ; des affiches de dotation; des descriptions de postes; des échelles Description: Ce fichier contient des demandes de

Fichiers particuliers

Programme d'équité en matière d'emploi

MRO PPE 801 Enregistrement (SCT): 003362 Numéro de fichier: cessation de l'utilisation de ce fichier est indéterminée. sont conservés pendant deux ans. La date de conservation et de destruction : Les renseignements du numéro ou du nom de l'employé. Normes de environ 800 particuliers et peut être consulté à l'aide les employés. Ce fichier contient des données sur royale et à maintenir des données permanentes sur s la paye pour le système de paye de la Banque Il servent aussi à produire certaines données relatives concernant les dépenses brutes de la main-d'oeuvre. centres de coût s productifs ainsi que les mouvements données sur la rémunération brute engagée par les compatibles: Ces renseignements servent à fournir les rattachent, en plus d'en faire le compte rendu. Usages produits et aux renseignements sur le personnel qui s'y applicables à l'établissement du prix de revient des pour but de mettre à jour les coûts de la main-d'oeuvre personnes: Employés de la MRC. But: Ce fichier a de vacances et les congés de maladie. Catégorie de parlée ainsi que les jours travaillés accumulés, les jours de cessation de l'emploi, le lieu de travail, la langue date de naissance, la date du début de l'emploi, la date son numéro d'assurance sociale, le titre du poste, la fichier comprennent le numéro de l'employé, son nom, Description: Les renseignements contenus dans ce tichier principal informatisé des employés Compte rendu du temps de la main-d'oeuvre -

Conflits d'intèrêt Description: Ce fichier contient des divulgations volontaires faites par les employés concernant des situations de conflit d'intérêt, des rapports d'enquête, ainsi que la correspondance concernant les conflits d'intérêt apparents, potentiels et réels entre les fonctions officielles des employés et leurs intérêts privés ou les valeurs immobilières qu'ils possèdent. De plus, le fichier renferme des renseignements relatifs à des situations d'après-mandat qui vont à l'encontre de situations d'après-mandat qui vont à l'encontre de l'intérêt de la Monnaie ou du public. Catégorie de

Stationnement Sécurité et santé au travail Rémunération et avantages Présences et congés Mesures disciplinaires Harcèlement Griefs

Voyages et réinstallations

et d'avion Accidents d'automobile, de bateau, d'embarcation

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Dotation

Ministère des Finances Canada

Chapitre 105

FIN PPE 816 Enregistrement (SCT): 005099 Numéro de fichier: le nom au complet et le CIDP. No. APC: 98/001 documents, autres que les images vidéo, en fournissant par le Ministère, puis détruits. On peut accéder aux conservés pendant cinq ans après leur diffusion sur des incidents. Tous les autres documents sont détruites, à moins qu'on en ait besoin pour enquêter vidéo sont conservées jusqu'à sept jours, puis ans à des fins d'enquête, puis détruite. Les images contrôle des admissions est conservée pendant deux pendant les heures d'inoccupation et sur des fiches de qui surgissent, puis détruits. L'information recueillie conservés deux ans au fins d'enquête sur les incidents pour des raisons de protection et de sécurité, et dans une base de données informatisée uniquement et l'évacuation de ceux-ci sont recueillis, emmagasinés l'accès aux locaux du ministère des finances et du SCT destruction: Des renseignements particuliers sur d'identité et d'accès. Normes de conservation et de

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Fichiers particuliers

fins d'analyse statistique ou d'enquête sur des ministère des Finances, à préparer des rapports aux sécurité des employés et des biens du SCT et du installations et l'évacuation de celles-ci, à assurer la l'information sert à contrôler l'accès à certaines Pour des raisons de sécurité et de protection, et des actifs qui s'y trouvent. Usages compatibles: sécurité et la protection des personnes qui y travaillent certaines installations de celui-ci, et à assurer la les cartes servent à contrôler l'accès à l'édifice et à d'accès. Pour des raisons de sécurité et de protection, l'annuation et l'utilisation des cartes d'identité et But: Tenir à jour l'information concernant la délivrance, consultants qui doivent s'y présenter régulièrement. au Ministère ou qui doivent s'y rendre, ainsi que les ministères qui occupent des locaux au Secrétariat ou SCT et du ministère des Finances et ceux d'autres camèra. Catégorie de personnes : Les employés du d'identification, de lettres, de vidéocassettes ou par L'information est recueillie au moyen de formulaires des employés à certaines installations et leur évaluation. contient aussi des renseignements concernant l'accès complet ou le numéro de la carte d'accès. La banque Pour accéder aux documents, il faut fournir le nom au emmagasinée dans une base de données informatisée. recueillie au moyen d'un formulaire de demande et concernant les cartes d'identité et d'accès est à l'édifice et l'évacuation de celui-ci. L'information également des renseignements concernant l'accès ou qui doivent s'y rendre régulièrement. Elle contient dans les locaux du SCT et du ministère des Finances ministère des Finances, et des personnes qui travaillent que les numéros de carte des employés du SCT et du signatures, les noms de famille et les prénoms ainsi Description: La banque contient les photos, les Cartes d'identité et d'accès

incidents qui surviennent, et à délivrer des cartes

(SCT): 000370 Numéro de fichier: AEC PPE 805 fichier n'ont pas encore été établis. Enregistrement destruction pour les documents contenus dans ce

VEC PPE 808 Enregistrement (SCT): 004047 Numéro de fichier: détruits six ans après le dernier usage administratif. conservation et de destruction : Les dossiers sont postale ou à la banque d'un employé. Normes de Compatibles: Emettre des chèques à l'adresse pour dépôt sur leur compte bancaire. Usages à l'adresse postale d'employés ou à leur banque conserver l'information liée à l'émission de chèques remboursement. But: Ce fichier a pour but de nature non salariale pour laquelle ils attendent un du Ministère qui ont fait une opération financière de bancaire. Catégorie de personnes: Les employés chaque employé ou de l'information sur son compte Description: Ce fichier contient l'adresse postale de général pour les chèques du Canada Remboursements non salariaux par le Receveur

international ministère des Affaires étrangères et du Commerce Sécurité personnelle et fiabilité des employés du

des dossiers à leur sujet. Catégorie de personnes: sonice, par exemple, le but n'etant pas de constituer des employés ne figure qu'accessoirement, à titre de fédéral et de tiers au Canada et à l'étranger. Le nom le fichier proviennent des employés du gouvernement du gouvernement. Les renseignements contenus dans protection du personnel, de l'information et des biens l'étranger, y compris des dossiers traitant de la détaillés sur toutes les missions canadiennes à Description: Oe fichier contient des renseignements

dossiers sont conservés indéfiniment. Enregistrement Normes de conservation et de destruction: Les l'information et des biens du gouvernement canadien. des dossiers, traitant de la protection du personnel, de toutes les missions canadiennes à l'étranger, y compris but d'emmagaziner des renseignements détaillés sur mission canadienne à l'étranger. But : Ce fichier a pour Ponctionnaires tédéraux qui ont été affectés à une

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

(SCT): 000362 Numéro de fichier: AEC PPE 802

conservation et de destruction: Les critères de concernant l'équité en matière d'emploi. Normes de pour l'établissement des politiques et la planification Les renseignements peuvent également être utilisés équitable au sein de la fonction publique fédérale. ciples d'être admis et d'être représentés d'une manière temporaires spéciales qui permettront aux groupes brogrès du programme et d'introduire des mesures l'embauche et de l'éliminer s'il y a lieu, d'évaluer les ge gererminer s'il y a discrimination systemique dans d'équité en matière d'emploi du gouvernement, afin recueillis sont utilisés dans le cadre des programmes recueillis. Usages compatibles: Les renseignements lesquels les renseignements personnels ont été de tels renseignements est conforme aux usages pour et ce, à des fins statistiques et lorsque la conservation Système d'information pour la gestion du personnel) renseignements sur les employés (par exemple, le conservés dans un autre fichier comprenant des les renseignements contenus dans ce tichier et ceux numéro de l'employé peut servir à établir un lien entre marché du travail. Le numéro d'assurance sociale ou le fédérale et avec celle des groupes équivalents sur le avec celle des autres groupes au sein d'une institution comparer la situation des membres des groupes cibles bont réaliser un profil personnel des employés et minorités visibles). Ces renseignements sont utilisés psudicapés physiques et mentaux et membres de leur sexe et leur groupe cible (femmes, autochtones, les données au sujet des employés, présentées selon la Fonction publique. Le fichier permet d'avoir toutes 1 de la partie 1 de la Loi sur les relations de travail dans ministères et organismes fédéraux assujettis à l'annexe politique d'équité en matière d'emploi pour tous les la documentation nécessaire à la mise en oeuvre de la Employés du Ministère. But : Ce fichier contient toute le dossier de l'employé. Catégorie de personnes: nécessaire d'avoir ces indicatifs afin de pouvoir trouver utiliser un questionnaire anonyme ou lorsqu'il est les ministères et organismes fédéraux ne peuvent d'employé peut servir à identifier les employés lorsque visible. Le numéro d'assurance sociale ou un numéro permanent ou s'ils font partie d'un groupe minoritaire s'ils sont autochtones, s'ils souffrent d'un handicap données automatisés. Les répondants doivent indiquer à partir des dossiers des employés ou des systèmes de moyen de questionnaires ou d'entrevues, ou compilés perfectionnement; les renseignements sont recueillis au et leurs projets de carrière, leur formation et leur

leurs études, leurs antécédents professionnels

d'emploi, la formation, les déplacements et le statut d'accès SIGNET à distance des employés recrutés sur place par les missions canadiennes à l'étranger. Catégorie de personnes: Employés recrutés sur place par les missions canadiennes à l'étranger. But: Ce fichier a pour but d'emmagasiner des renseignements concernant l'administration relative aux employés recrutés sur place par les missions canadiennes dans les pays hôtes. Normes de conservés dans les missions hôtes. Normes de conservés dans les missions sont détruits six mois après le départ d'un employé. L'administration centrale conservé les dossiers conformément à la politique conserve les dossiers conformément à la politique ministérielle applicable. Enregistrement (SCT):

VEC PPE 803 Enregistrement (SCT): 000358 Numéro de fichier: sus après la date de la dernière justification. et de destruction : Les dossiers sont détruits deux de données est bilingue. Normes de conservation relatifs aux langues officielles. L'accès à cette banque Lemploye et de verifier l'administration des programmes et de promotions ; déterminer le statut linguistique de d'admissibilité à la prime au bilinguisme, de mutations coucernant chaque employé, en matière de dotation, compatibles: Etayer et justifier les décisions a confirmer les réalisations des employés. Usages dn, g Instituer le besoin en tormation linguistique et gudnes otticielles et les épreuves linguistiques, ainsi decisions touchant les qualifications en matiere de publique fédérale. Il vise à justifier et à étayer les otticielles relatives aux employes de la Fonction l'administration des politiques en matière de langues bonk par de journir de la documentation necessaire a personnes: Employès du Ministère. But: Ce fichier a et du Secrétariat du Conseil du Trésor. Catégorie de particuliers de la Commission de la Fonction publique egalement des données semblables dans les fichiers au dossier personnel de l'employé. On trouve concernant la formation et les exemptions sont joints (MHL). Les examens linguistiques, les dossiers officielles (SILO) et au Module de formation linguistique destiné au Système d'information sur les langues bent également comprendre un double du tormulaire l'employé en matière de langues officielles. Le fichier et la correspondance concernant les qualifications de langue seconde (ELS); les certificats de formation a, seantance sociale; les resultats des evaluations de l'employé, sa date de naissance et son numéro quigentification, comme la premiere langue officielle de qes qouuees bersonnelles de base utilisées à des fins qes qeuisuqes qe tormation linguistique comprenant conta et des renseignements relatifs aux présences; Description: Ce fichier contient les inscriptions aux Langues officielles

Programme d'équité en matière d'emploi Description : Ce fichier contient des renseignements personnels sur les employés, notamment sur

> fichier: AEC PPE 804 détruits. Enregistrement (SCT): 000364 Numéro de autres employés. Après cette période, les dossiers sont gestion et pendant une période de trois ans pour les dans le Système d'information des ressources de beuoge de dix ans pour les employes qui sont inscrits du Canada. Les dossiers sont conservés pendant une l'emploi, et transférées ensuite aux Archives nationales les évaluations sont gardées pour toute la durée de Pour le groupe executif et les agents permuants, Normes de conservation et de destruction: mesures disciplinaires et à la cessation d'emploi. aux rétrogradations, à l'aide aux employés, aux decisions ayant trait aux promotions, aux mutations, pendant un stage. Usages compatibles: Etayer les à la prolongation de la période de stage et au renvoi aux augmentations annuelles, au maintien en fonction, aux approbations de la rémunération au rendement, trait aux besoins de formation et de perfectionnement, des employés, et à faciliter les décisions en ce qui a fédéraux. Il vise à déterminer le rendement de chacun de chacun des employés des ministères et organismes renseignements concernant le niveau de rendement Employés du Ministère. But : Ce fichier contient des

> **YEC PPE 806** Enregistrement (SCT): 002507 Numéro de fichier: les dossiers de plus de trois sus seront détruits. gossieus an bersonnei soient automatises, apres quoi la durée de l'emploi, plus un an, jusqu'à ce que les er de destruction : Les dossiers sont gardes pour réalisations des employés. Normes de conservation tormation et de perfectionnement et à confirmer les inscrire la participation des employés à des cours de compatibles: Le fichier sert aussi à approuver et à des ministeres et organismes fédéraux. Usages de formation et de perfectionnement au sein documentation pour l'administration des programmes de l'institution. But : Il a pour but de fournir de la qe bersonnes: Le fichier se rapporte aux employés benectionnement de chaque employe. Categorie les renseignements touchant les besoins en gaus le liculer concernant les evaluations de rendement gossiers personnels des employes et que l'on trouve s participation et aux résultats obtenus sont joints aux bunger II convient de signaler que les dossiers relatits à barraines par le gouvernement ou par des organismes à des cours de formation et de perfectionnement correspondance relative à la participation des employés les dossiers concernant le paiement des trais ; la sociale; les résultats des examens et certificats; jes évaluations subséquentes ; le numéro d'assurance bersonnels, notamment les demandes de formation et Description: Ce fichier contient des renseignements Formation et perfectionnement

> Gestion du personnel : employes recrutés sur place Description : Ce fichier contient des données sur les nominations, les évaluations, la classification, le lieu de travail, le traitement, le régime de retraite, la cessation

Cartes d'identification et laissez-passer

111

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

steina

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Securite et sante au travail

Vérification de la fiabilité

Stationnement

Voyages et réinstallations

destruction: Les données sont en accord avec les Plans généraux d'élimination des documents du gouvernement du Canada. Enregistrement (SCT): 003510 Numéro de fichier: JUS PPE 803

003996 Numéro de fichier: JUS PPE 807 administrative au dossier. Enregistrement (SCT): conservées pendant deux ans après la dernière action conservation et de destruction: Les données sont servent à sélectionner les candidats. Normes de du ministère de la Justice. But : Ces renseignements qui ont posé leur candidature à des postes séniors candidats. Catégorie de personnes: Les individus les supérieurs, les collègues et les subordonnés des valeurs du Ministère. Le questionnaire est rempli par candidats, ainsi que leur engagement envers les renseignements sur les qualités de direction des de la Justice. Ce questionnaire sert à obtenir des leur candidature à des postes de cadre au ministère questionnaires concernant les individus qui ont posé Description: Ce fichier renferme des copies de Vérification 360 degrés des références

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Ministère des Affaires étrangères et du Commerce international

principes et méthodes applicables à l'affectation à une mission diplomatique canadienne à l'étranger de fonctionnaires fédéraux qui ne travaillent pas au MAECI. Normes de conservation et de destruction: Les renseignements sont conservés en mémoire pendant deux ans après la fin de l'affectation, puis ils sont deux ans après la fin de l'affectation, puis ils sont detruits. Enregistrement (SCT): 000350 Numéro de fichier: AEC PCE 701

Fichiers particuliers

Évaluation du rendement Description : Ce fichier contient des évaluations, des rapports et de la correspondance concernant le rendement de l'employé au travail (habiletés, aptitudes, réalisations et intérêts). Catégorie de personnes :

Fichiers centraux

Chapitre 104

Gestion du personnel: nominations d'employés n'appartenant pas au ministère des Affaires étrangères et du Commerce international Description: Ce fichier contient des dossiers sur l'étranger ainsi que des renseignements quant à leur nomination, à leurs caractéristiques personnelles et aux arrangements administratifs pris à leur intention en prévision de l'affectation. Catégorie de personnes: Fonctionnaires fédéraux qui ne travaillent pas au ministère des Affaires étrangères et du Commerce des Affaires du l'étrangères des renseignements poutant sur les d'emmagasiner des renseignements poutant sur les

de fichier: JUS PPE 806 alors rayés. Enregistrement (SCT): 003917 Numéro les noms des employès qui ont quitté le Ministère sont destruction: Le fichier est mis à jour annuellement et du Ministère. Normes de conservation et de des équipes pour rétablir les activités essentielles Ministère, Les renseignements serviront à former situations d'urgence ou de désastre impliquant le sout compilés pour être utilisés seulement dans des Les employés du Ministère. But : Les renseignements brocèdures communes. Catégorie de personnes: plans d'équipes, des plans d'urgence généraux et des

de fichier: JUS PPE 808 dossier. Enregistrement (SCT): 004182 Numéro deux ans après la dernière action administrative au qestunction: Les données sont conservées pendant de la Justice. Normes de conservation et de des recommandations à l'intention du sous-ministre Bureau de résolution des conflits, ainsi que formuler évaluer l'impact de cette politique et l'efficacité du placement. But : L'information a été utilisée pour ministère de la Justice et le personnel d'agence de employés d'autres ministères relevant d'employés du bériode indéterminée, les contractuels, ainsi que les cadres, les employes embauches à terme ou pour une le personnel du ministère de la Justice, y compris les membres du comité. Catégorie de personnes: lout complétés ou par le biais d'entrevues effectuées par les reponses reçues, soit des questionnaires dument de travail. Cette banque de données contient les conflits dans le but d'évaluer leur impact sur le milieu et les services offerts par le Bureau de résolution des milieu de travail à l'abri des conflits et du harcèlement" sondage à l'interne afin d'évaluer la politique "Pour un d'évaluation de la gestion des conflits a mené un Description: Au printemps 1999, le Comité directeur Sondage sur la politique de harcèlement

courante. Normes de conservation et de a employes a temps plein pour l'année financière gestionnaires à gérer leurs budgets de salaires et est un système de prévision salariale pour aider les du Ministère. But : Le Système de gestion des salaires Gestion intégrée. Catégorie de personnes: Employés du Ministère est également située dans le secteur de la One banque de données centrale de tous les employés embauches a l'inteneur de leurs centres de responsabilite. a, saministration et contient uniquement les employés psudne de données réside dans l'ordinateur des agents pilinguisme si nècessaire, et le codage financier. La classification et le niveau, le salaire, la prime au numero du poste, la situation, le titre du poste, la res qouuees qecuneus bont cuadre employe le renseignements sur chacun des postes au Ministère. Cette banque de données contient également des personnels sur les employés du ministère de la Justice. nue pandue de données contenant des renseignements Description: Le Système de gestion des salaires est Système de gestion des salaires

> 108 PPE 804 Enregistrement (SCT): 003511 Numéro de fichier: sont conservés pendant une penode de 21 ans. de conservation et de destruction : Les dossiers saisie-arrêt et la distraction de pensions. Normes obligation de veiller à l'application de la Loi sur la au ministère de la Justice de s'acquitter de son nature commerciale ou alimentaire. But: Permettre qui manquent à des obligations financières de concernées. Catégorie de personnes: Les employés des renseignements identifiant les personnes ainsi que des documents administratifs faisant état ordonnances des tribunaux, les brets de saisie-arret commerciale. Sont consignés dans ce fichier les concerne une dette de nature alimentaire ou

> (SCT): 004784 Numero de fichier: JUS PPE 809 quitté le Ministère sont alors rayès. Enregistrement jour périodiquement et les noms des employés qui ont conservation et de destruction : Le fichier est mis à pour participer à des projets ou échanges. Normes de ayant des profils linguistiques et professionnels précis But: Linformation permet d'identifier des candidats Ministère qui acceptent de faire partie de l'inventaire. parreaux. Catégorie de personnes : Les employés du expérience au niveau international et adhésion aux su bureau, profil linguistique, domaines de compétence, classification, numéros de téléphone et de télécopieur etc.). Les renseignements incluent les nom, section, non-gouvernementaux, autres ministères, universités, bartenaires des secteurs public et prive (organismes ustionale qu'internationale et a des echanges avec les intéressés à participer à des projets tant sur la scène au sujet des employés du ministère de la Justice Description: Ce fichier contient des renseignements Inventaire des profils linguistiques et professionnels

> Numéro de fichier: JUS PPE 805 sout alors rayes. Enregistrement (SCT): 003678 et les noms des employés qui ont quitté le Ministère et de destruction : Le fichier est mis à jour annellement au Canada ou a l'etranger). Normes de conservation etrangers, assister a des reunions avec des delegations (bar exemple, pour communiquer avec des visiteurs activités necessitant la connaissance d'autres langues linguistiques spécialisées qui désirent participer à des quiquifier les employés ayant des compétences de taire partie de l'inventaire. But : L'information permet bersonnes: Les employès du Ministère qui acceptent autre que le français ou l'anglais. Catégorie de comprennent, parlent, lisent ou écrivent une langue et numéros de téléphone au bureau des employés qui Description: Oe fichier contient les noms, sections Inventaire linguistique

l'incidence des activités. Elle confient également des jes bisus q'urgence des secteurs et les analyses de les adresses et numeros de telephone des employes, Describtion: Cette panque de données renferme Planification de la reprise des activités

Ministère de la Justice Canada

Chapitre 103

10S PPE 810

Enregistrement (SCT): 004242 Numéro de fichier:

de conservation et de destruction : Les documents

s'imposerait de prendre d'autres mesures. Normes servira de preuve documentaire dans le cas où il

employé ne respecte pas la politique, la vérification

dans laquelle on décrit les usages acceptables de

politique sur l'utilisation des réseaux électroniques,

q, examiner la question plus avant et de prendre des

des services administratifs, qui déterminera s'il y lieu

est portée à l'attention de la Division de la sécurité et

personne utilise le réseau à mauvais escient, l'affaire

compatibles: Après analyse des journaux ou à la suite

lui fournir à certains moments les journaux du serveur

s'ils sont en bon état de tonctionnement et cerner les

sécurité et des services administratifs demande de

problèmes à résoudre. Par ailleurs, la Division de la

l'objet d'une vérification périodique pour déterminer

En raison des nécessités du service, les réseaux tont des unités de services juridiques ministériels. But :

d'une plainte, s'il est raisonnable de croire qu'une

mesures de sécurité soient respectées. Usages

d'archivage électronique pour veiller à ce que les

mesures. Le ministère de la Justice a établi une

l'Internet et du réseau de courrier électronique. Si un

dernière mesure administrative portée au dossier.

doivent être conservés pendant deux ans après la

Fichiers particuliers

agence de placement temporaire), sauf les employés personnes embauchées par l'intermédiaire d'une indéterminée et déterminée, les entrepreneurs et les les gestionnaires, les employés pour une durée personnes: Tous les utilisateurs autorisés (notamment de l'utilisateur et cela, à son insu. Catégorie de contenu des messages et des dossiers électroniques ce anjet, il se peut qu'on surveille ou qu'on lise le utilisation des réseaux et qu'on fasse enquête à nom de la personne. Si l'on soupçonne une mauvaise besoin, d'indexer le numéro Pl à l'aide d'un renvoi au que son nom. Il est toutefois possible, en cas de numéro du protocole Internet (PI) de l'employé plutôt que sur l'utilisateur lui-même. Le fichier journal porte le pour l'Internet et pour le courrier électronique ainsi des données sur l'ordinateur dont l'utilisateur s'est servi électronique utilisées. Ils permettent également de saisir Internet consultés et les adresses de courrier permettent d'enregistrer automatiquement les sites de courrier électronique. Les systèmes techniques leur utilisation, notamment sur l'Internet et le réseau l'accès aux réseaux électroniques du Ministère et sur Description: Ce fichier renterme des données sur réseaux électroniques Base de données pour la vérification des

JUS PPE 811 Enregistrement (SCT): 004245 Numéro de fichier: années après la date de la dernière action au dossier. et de destruction : Les données sont gardées cinq d'évaluation de rendement. Normes de conservation renseignement est utilisé comme un des critères comptabilisent leur temps de façon appropriée. Ce les employés, pour rencontrer les exigences du poste, benneut consulter cette bandue pour confirmer que clients. Usages compatibles: Les gestionnaires gestion de la charge de travail et la facturation des l'affectation et la justification des ressources, la à la gestion des ressources, dont la planification, contenus dans cette banque de données servent de comptabiliser leur temps. But : Les renseignements Les employés du ministère de la Justice qui sont tenus coûts associés aux travaux. Catégorie de personnes: de congé consignées par les employés, ainsi que les travail, ce à quoi elles ont été consacrées, les heures relevés de temps indiquant les heures consacrées au Description : Cette banque de données contient les Données relatives à la comptabilisation du temps

108 PPE 801 Enregistrement (SCT): 003491 Numéro de fichier: selon les circonstances. No. APC: 85-001 d'embauche ou aux Archives nationales du Canada, dossiers de l'employé à son nouveau ministère renseignements seront alors acheminés avec les les avocats concernés quittent le Ministère. Les seront conservés et mis à jour jusqu'à ce que conservation et de destruction : Les renseignements a planification des ressources humaines. Normes de bar les employés du service du personnel chargés de sont utilisés par les cadres supérieurs du Ministère et carrière. Usages compatibles: Les renseignements planification des ressources humaines et la gestion de Les renseignements recueillis servent à faciliter la des postes de niveaux LA-2B et au-dessus. But: personnes: Les avocats du Ministère qui occupent cotes d'évaluation de rendement. Catégorie de les résultats obtenus lors de tests linguistiques et les contient également d'autres renseignements tels que eur formation et leur affectation ou nomination. Il expérience de travail, leurs aspirations de carrière, tournis par les employés sur leurs études, leur Description: Le fichier contient des renseignements Gestion de carrière

saisie-arrêt et la distraction de pensions, et qui nationale, en vertu de la partie I de la Loi sur la arrêt qui a été décerné dans la Région de la capitale sur les employés faisant l'objet d'un bref de saisie-Description: Ce fichier contient des renseignements Greffe de la saisie-arrêt

Rémunération et avantages Programme d'équité en matière d'emploi Présences et congès Politique de reconnaissance Mesures disciplinaires randnes officielles Harcèlement Griefs Formation et perfectionnement Evaluation du rendement Dotation Dossier personnel d'un employé l'après-mandat Code régissant les conflits d'intérêts et Cartes d'identification et laissez-passer Autorisations sécuritaires Aide aux employés

003955 Numéro de fichier: IC PPE 800 éliminées. No. APC: 98/004 Enregistrement (SCT): conservées pour deux ans, après quoi elles seront conservation et de destruction : Les données seront à améliorer l'environnement de travail. Normes de initiatives et mettre en place des pratiques contribuant et le Conseil des employés du STIT à développer des Les renseignements seront utilisés pour aider la gestion de travail dans son ensemble. Usages compatibles: STT. Cette initiative vise à améliorer l'environnement d'appuyer un exercice de renouveau de secteur du (approximativement 400). But: Le but du fichier est d'exécuter le mandat du STIT au niveau régional régionaux d'Industrie Canada qui ont la responsabilité (approximativement 400) et les employés des bureaux et télécommunications (STT) d'Industrie Canada secteur du Spectre, technologies de l'information Catégorie de personnes: Tous les employés du développement de carrière et le travail d'équipe. que la communication interne, le leadership, le différents aspects de l'environnement de travail tel aussi des opinions et des idées personnelles sur les et le sexe des employées fédéraux. Il confiendra tels que la catégorie d'emploi, le lieu de travail, l'age, Description: Oe fichier contiendra des renseignements Sondage auprès des employés

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Instituts de recherche en santé du Canada Chapitre 102

Griefs
Harcèlement
Langues officielles
Mesures disciplinaires
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement
Vérification de la fiabilité
Vérification de la fiabilité

Voyages et réinstallations

Vérification de la fiabilité

Sécurité et santé au travail

Stationnement

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'aprèsmandat

Dossier personnel d'un employè

Dotation

Evaluation du rendement

Formation et perfectionnement

de destruction : Les dossiers seront retenus pendant couplage des données. Normes de conservation et pour l'usage interne seulement. On ne prévoit aucun compatibles: Ce fichier de renseignements est visé et Services gouvernementaux Canada. Usages postés directement aux résidences par Travaux publics les chèques de remboursement de dépenses soient adresses postales des employés du ministère afin que Employés du ministère. But : Fournir les noms et adresses de domicile. Catégorie de personnes: confiendra les noms des employés ainsi que leurs Description: La Banque d'information personnelle Remboursement d'employè

IC PPE 808 Enregistrement (SCT): 003003 Numèro de fichier: conservation et destruction de ce fichier sont à définir. Normes de conservation et de destruction: La l'extérieur des procédures de griet/d'appel habituel. de solutions où possible. Ce processus se tera à situations et recommencera ou servira d'intermédiaire renseignements pour investiguer des allégations ou des But: Ce fichier sert à donner au médiateur des Catégorie de personnes: Employés du ministère. de demandeurs, de collègues ou de superviseurs. situations de travail. L'information consistera des noms des changements ou des investigations dans des par les employés(es) concernant la possibilité de faire Description: Ce fichier contient des demandes taites

Programme de médiateur IC PPE 803 Enregistrement (SCT): 002905 Numéro de fichier: du processus d'affectation. No. APC: 98/005 conservés pour une période de deux après la fin conservation et de destruction : Les dossiers sont sont intéressés à obtenir un affectation. Normes de déterminer, aux fins de présentation, les employés qui compatibles: Les renseignements sont utilisés pour qui sont intéressés à obtenir une affectation. Usages nțilisés pour constituer un répertoire des employés au Ministère. But : Les renseignements seront gouvernement federal qui ont demande une affectation Catégorie de personnes: Les employés du d'affectation et de la correspondance générale. d'employés en vue d'obtenir des formulaires des résultats de présentations, des demandes d'affectation, des renseignements sur les entrevues, des curriculum vitae, des évaluations, des accords Description : La banque de données peut contenir

Programme d'affectation

Numéro de fichier: IC PPE 812 No. APC: 98/005 Enregistrement (SCT): 002561 conservés pendant six ans et sont ensuite détruits. de conservation et de destruction : Les dossiers sont rebours concernant les dépenses de fonds. Normes au sujet des primes et pour fournir une vérification à dans ce fichier sont utilisés pour établir des précédents

Renseignements personnels divulgués à des 003218 Numéro de fichier: IC PPE 806 dossier #: IST/IST-914 Enregistrement (SCT): six ans puis détruits. No. APC: 99/004 Renvoi au

Enregistrement (SCT): 003891 Numero de fichier: ans, après quoi, elles sont éliminées. No. APC: 98/005 destruction: Les données sont conservées pour deux opérationnelles. Normes de conservation et de d'élaboration de politiques, de plans et de décisions de travail. Elles sont également utilisées aux fins le niveau de satisfaction des employés et leur milieu bar la Direction générale du contrôleur pour évaluer Les données servent à établir des statistiques utilisées de ses produits et services. Usages compatibles: et à l'efficacité de celle-ci au chapitre de la fourniture contrôleur, en particulier en ce qui a trait à l'efficience des programmes au sein de la Direction générale du pour but d'appuyer les activités internes d'examen de la capitale nationale. But : La base de données a à la Direction générale du contrôleur, dans la région bersonnes: Employes d'Industrie Canada travaillant emploi et leur milieu de travail. Categorie de des employés sur la satisfaction qu'ils retirent de leur contient aussi les opinions ou les idées personnelles employés du ministère. Cette base de données d'emplois, la situation d'emploi et lieu de travail des renseignements portant, entre autres, sur les catégories Description: La base de données contient des Retroaction des employées

IC bbF 813

IC PPE 801 Enregistrement (SCT): 002012 Numéro de fichier: No. APC: 98/001 Renvoi au dossier #: EIR ACC 285 ensuite transférés aux Archives nationales du Canada. ce tichier sont conservés pendant deux ans et sont de destruction: Les renseignements contenus dans conformément à la Loi. Normes de conservation et renseignements faites à un organisme d'enquête bersonnels d'examiner les communications de au Commissaire à la protection des renseignements vertu de la Loi. But : Ce fichier a pour but de permettre bar des organismes d'enquête fédéraux autorisés en tédéraux ayant été le sujet d'une demande présentée enquête légale. Catégorie de personnes: Employés Canada ou d'une province ou dans le cadre d'une considération, aux fins d'exécution des lois du renseignements personnels sont prises en dûment autorisés par la Loi sur la protection des les demandes provenant d'organismes d'enquête autorisés en vertu de l'alinéa 8(2)(e) de la Loi. Seules brésentées par des organismes d'enquête fédéraux cobies des demandes de renseignements personnels ce fichier a été établi dans le but de conserver les la Loi sur la protection des renseignements personnels, Description: Conformément au paragraphe 8(4) de organismes d'enquête fédéraux

dernière action administrative. Enregistrement (SCI): Ministère, ils seront alors détruits ou deux ans après la loni, l'inadn, y ce dhe jes embjohes eu dhestion dhitteut le qestruction: Les dossiers seront conserves et mis a ressources humaines. Normes de conservation et de an personnel qui s'occupent de pianification des supérieurs du Ministère et par les employés du service Les renseignements seront utilisés par les cadres humaines et des carrières. Usages compatibles: tichier vise à faciliter la planification des ressources ainsi que ceux des niveaux EX-1 et EX-2. But : Le des postes dans la catégorie de la haute direction, bersonnes: Les employés du Ministère qui occupent les cotes d'evaluation de rendement. Categorie de résultats obtenus suite à des tests linguistiques et la langue officielle qui est leur langue maternelle, les renseignements tels que leur date de naissance, et leur tormation. Il contient également des expérience de travail, leurs aspirations de carrière tournis par les employés sur leurs études, leur Describtion: Le fichier contient des renseignements Développement - cadres supérieurs

002711 Numéro de fichier: IC PPE 810

004254 Numéro de fichier: IC PPE 815 tout temps. No. APC: 98/005 Enregistrement (SCI): archivés électroniquement mais sont accessibles en qestinction: Les données de plus de cinq ans sont section "description". Normes de conservation et de humaines à Industrie Canada tel que décrit dans la d'Industrie Canada. But: Gestion des ressources coude: Categorie de personnes: lous les employes officielles, équité en matière d'emploi, rémunération et de la formation, gestion des relations de travail, langues compris les affectations, gestion des priorites, gestion des decisions de classification, gestion des effectifs y confient des données sur la gestion des postes et de gestion des ressources numaines automatise qui classification et lieu de travail. Il s'agit d'un système nom, CIUP, sexe, premiere iangue officielle, l'information suivante : Secteur, Direction generale, Describtion: Cette bandue de données contient PeopleSoft/HRMS

nasdes compatibles: Les renseignements contenus bersonnes du ont ete nommees pour des primes. l'institution. But : Le fichier a pour but d'identifier les bume. Catégorie de personnes: Employés de sapports completes concernant le programme de des opérations de la Fonction publique, ainsi que des on des suggestions pratiques en vue de l'amélioration de contributions ménitoires concernant leurs fonctions, evaluations de rendement, des descriptions à l'appur benneur comprendre des curriculum vitae, des programmes propres au Ministère. Ces renseignements a, euconisdement du gouvernement fédéral et divers qes bumes, dans le cadre du Règime des primes ant les tonctionnaires qui ont été nommés pour Description: Le fichier contient des renseignements Primes d'encouragement

de mentorat du ministère. Usages compatibles:
L'information recueillie sera utilisée pour maximiser la compatibilité entre les mentors et les protégés. Normes de conservation et de destruction: Le dossier sera maintenu aussi longtemps que l'employé senior est actif dans le programme et mentorat ou deux ans après actif dans le programme et mentorat ou deux ans après actif dans le programme et mentorat ou deux ans après actif dans le programme et mentorat ou deux ans après actif dans le programme et mentorat ou deux ans après actif dans le programme et mentorat ou deux ans après actif dans le programme et mentorat ou deux ans après actif dans le programme et mentorat de serior serior serior serior de sichier le programme et mentorat le pr

(2C1): 0036/6 Numero de fichier: 10 PPE 816 ensuite détruits. No. APC: 98/001 Enregistrement couseivés pendant une période de deux ans. Ils sont ligurant dans la base de données de vérification sont conservation et de destruction: Les renseignements Canada a utilise internet a mauvais escient. Normes de raisons suffisantes de croire qu'un employé d'Industrie sechlife d'Industrie Canada lorsque ce dernier a des renseignements sont communiques au service de service de securite d'industrie Canada. Ces confient la banque seront fournis à la demande du nasdes comparibles: Les renselgnements que étayer, au besoin, la prise des mesures nécessaires. qisbositious qe ia politique, la verification servira à alinternet par le personnel. Si un employe entreint les gans laquelle sont enoncees les utilisations acceptables Ministère a établi une politique sur l'utilisation d'Internet l'Internet par les employés d'Industrie Canada. Le une vérification rétrospective des sites Web visités sur Ministère. But: La banque a pour but de permettre Catégorie de personnes: lous les employés du données, mais l'adresse IP peut y renvoyer ay besoin. même de la personne ne figure pas dans la base de Internet, ainsi que l'adresse il de l'employé. Le nom rs pase de données indique les sites vyeb visites sur les sites juternet visités par les employes du Ministère. ministeriel d'Industrie Canada, plus particulierement sur ant l'acces a internet par le truchement du reseau Description: La banque renterme des renseignements sur Internet Base de données de vérification des visites

IC bbE 814 Enregistrement (SCT): 002562 Numéro de fichier: le dernier usage de la carte. No. APC: 99/004 ge gemandes sont conserves pour deux ans après de conservation et de destruction : Les tormulaires I side dans le recouvrement d'un compte. Normes serieusement en retard lorsqu'Amex demande de sour ansai nuilses agus je prir ajaeutitier jes comptes palements sont effectues a la date d'echeance, lls mensuels sont utilises afin de determiner si les Osages compatibles: Les rapports d'activité trequemment afin d'acquitter des trais de voyage. bar le gouvernement aux employés qui voyagent sert a tournir une carte de crédit personnelle parrainée personnes: Employés du Ministère. But: Ce fichier de demandes de cartes Amex. Categorie de Description: Ce fichier contient les formulaires Cartes de voyage personnelles Amex

111

Langues officielles

Harcèlement

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Dotation Dossier personnel d'un employé l'après-mandat Code régissant les conflits d'intérêts et Cartes d'identification et laissez-passer Autorisations sécuritaires Aide aux employés

Industrie Canada

Formation et perfectionnement

Evaluation du rendement

Chapitre 101

Griefs

Fichiers centraux

IC IC 140 Enregistrement (SCT): 000130 Numéro Canada. No. APC: 98/001 Renvoi au dossier #: d'élimination des documents du gouvernement du charge publique, selon le plan 5 des Plans généraux ans après que la personne a cessé d'être titulaire d'une zout en général conservées pour une période de deux de conservation et de destruction : Les données oe00001f.html) tel qu'énoncé dans le Code. Normes dans un registre public (http://strategis.ic.gc.ca/SSGF/ des renseignements qui seront versés et maintenus d'intérêts et de l'après-mandat et à extraire une partie application des directives en matière de conflits servir à établir des précédents dans la mise en mandat. Usages compatibles: Les données peuvent en ce dui concerne les conflits d'intérêts et l'aprèsrégissant la conduite des titulaires de charges publiques l'information relative à la mise en application du Code au Code. But : Le fichier a pour objet de réunir de temps par un ministre qui sont ou ont été assujettis toutes les personnes nommées à une charge à plein bersonnes nommées par le gouverneur en conseil et leur personnel exclu, les secrétaires parlementaires, les personnes: Les lieutenants-gouverneurs, les ministres, les conflits d'intérêts et l'après-mandat. Catégorie de des titulaires de charges publiques en ce qui concerne des personnes visées par le Code régissant la conduite relatifs aux activités privées, aux biens et aux exigibilités Description: Ce fichier contient des renseignements Dossiers en matière de conflits d'intérêts

renseignements portant, entre autres, sur les Description : La base de données contient des la collectivité fonctionnelle Rétroaction des clients et de

de fichier: IC PCE 701

de fichier: IC PCE 702 éliminées. Enregistrement (SCT): 003892 Numéro conservées pour deux ans, après quoi, elles sont

Fichiers particuliers

Ce fichier a pour but de coordonné le programme de personnes : Tous les employés du ministère. But : dnestionnaire et/ou au cours d'un entrevue. Catégorie ils préférent agir. L'information est recueillie à l'aide d'un recherchent et les groupes d'employés avec lesqueis vitae, le type d'aide qu'ils préfèrent offrir ou qu'ils bersonnelles sur les employés telles leur curriculum Description: Cette banque contient des informations Banque de mentors

conservation et de destruction : Les données sont

de plans et de décisions opérationnelles. Normes de

également utilisées aux fins d'élaboration de politiques,

ses clients et de la collectivité fonctionnelle. Elles sont

de celle-ci au chapitre de la fourniture de ses produits

particulier en ce qui a trait à l'efficience et à l'efficacité

contrôleur. But : La base de données vise à appuyer

les produits et services de la Direction générale du

et Services gouvernementaux Canada, qui utilisent

Canada de tous les coins du pays sélectionnés au

idées personnelles sur la satisfaction de la clientèle.

base de données contient aussi les opinions ou les

travail des employés du gouvernement fédéral. Cette

catégories d'emplois, la situation d'emplois et lieu de

Catégorie de personnes: Employés d'Industrie

le Secrétariat du Conseil du Trésor et Travaux publics

hasard, employés d'autres ministères fédéraux comme

des statistiques servant à évaluer la satisfaction de âeuerale du contrôleur utilise ces données pour établir

et services. Usages compatibles: La Direction

au sein de la Direction générale du contrôleur, en

les activités internes d'examen des programmes

GRC PPE 818 Enregistrement (SCT): 002103 Numéro de fichier: date de la dernière correspondance. No. APC: 86-001 dossiers sont conservés au moins trois ans après la perfectionnement dans la gestion du personnel). Les informatique tel que le système PARADE (recherche et se frouver dans des dossiers ou dans un système et de destruction : Les renseignements peuvent renseignements personnels. Normes de conservation aux dispositions de la Loi sur la protection des et des plans de rémunération sont conformes concernant l'administration des ressources humaines d'intérêts et l'après-mandat). Toutes les liaisons membres de la GRC en ce qui concerne les conflits GRC PPE 815 (Code régissant la conduite des 806 (Dossiers sur la solde des membres de la GRC); actifs et annulés des membres de la GRC; GRC PPE de la GRC); GRC PPE 805 (Dossiers disciplinaires GRC PPE 804 (Dossiers des griefs des membres du conseil d'appréciation des aspirants officiers; GRC/dossiers d'affectation de personnel/audiences promotion/mutation pour les membres de la GRC); GRC PPE 803 (Audiences des comités de PPE 802 (Dossiers de service des membres de la PPE 801 (Dossiers des membres de la GRC); GRC GRC PPU 090 (Distinctions et récompenses); GRC ; (BRC PPU 070 (Dossiers des postulants); que pour le couplage des données dans les fichiers planification touchant l'équité en matière d'emploi ainsi peuvent être utilisés à des fins de réglementation et de groupes cibles à la Gendarmerie. Ces renseignements la participation et la représentation équitable des l'emploi et d'adopter des mesures permettant d'assurer torme de discrimination systémique au chapitre de gouvernement en vue de relever et de supprimer toute an programme d'équité en matière d'emploi du utilisés à des fins institutionnelles dans le cadre Usages compatibles: Les renseignements seront conformité avec la loi de l'équité en matière d'emploi. la participation des minorités visibles à la GRC en autres groupes, et d'établir des objectifs touchant groupes désignés par rapport aux membres des connaître le taux de participation des membres de du personnel, des membres, et des postulants, de renseignements permettent de connaître le profil membres appartenant à des minorités visibles. Ces autochtones, personnes handicapées) et des répartition des membres par groupes cibles (p. ex. données servent à dresser un tableau complet de la spéciaux ainsi que les postulants de la GRC. But : Ces de personnes: Membres réguliers, civils et membres

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

GRC GRC 918 Enregistrement (SCT): 001022 70 ans. No. APC: 69-164 Renvoi au dossier #: jusqu'à ce que le sujet du dossier atteigne l'âge de Archives nationales du Canada où on les conserve Centre national des documents du personnel des la cessation d'emploi, et ensuite, on les transmet au durant une période minimale d'une année civile suivant quartier général de la division d'affectation des sujets dossiers contenus dans ce fichier sont conservés au Normes de conservation et de destruction : Les la Loi sur la protection des renseignements personnels. de rémunération sont conformes aux dispositions de l'administration des ressources humaines et des plans généraux de la GRC). Toutes les liaisons concernant fiabilité); GRC PPU 807 (Dossiers administratifs (Dossiers d'habilitation sécuritaires et relative à la des données dans les fichiers suivants : GRC PPU 065 aussi se servir de cette information pour le couplage planification de l'évaluation et des statistiques. On peut Il peut également servir aux fins de la recherche, de la la solde, les affectations et la continuation du service. bonr prendre des décisions concernant l'engagement, d'emploi. Usages compatibles: Ce fichier est utilisé sociale est utilisé pour la tenue des relevés comptables employés civils temporaires. Le numéro d'assurance d'engagement des policiers occasionnels et des qui ont été compilés dans le cadre du processus Ce fichier a pour but de consigner des renseignements ou d'employé civil temporaire au sein de la GRC. But : ont postulé et obtenu un emploi de policier occasionnel demande. Catégorie de personnes : Personnes qui veulent consulter afin de faciliter l'acheminement de leur particuliers doivent préciser les documents qu'elles personnes qui désirent obtenir des renseignements désirent avoir accès peuvent être conservés. Les indiquer l'endroit où les renseignements auxquels ils renseignements pertinents. Les membres actifs doivent l'endroit où elles ont servi afin d'obtenir des prénoms, date de naissance, genre de travail et

doivent donner leur nom complet seulement. Catégorie complet et leur numèro de matricule. Les postulants bersonnels, les membres doivent donner leur nom qui est demandé sur la formule de renseignements programmes d'equité en matière d'emploi. Outre ce accessibles uniquement aux personnes affectées aux conserves a la Direction générale à Ottawa et ils seront brogramme d'equite en matiere d'emploi seront incapacités. Les renseignements se rapportant au on d'une autre race; leur origine ethnique; leurs et postulants sont autochtones, de race blanche spécial). Les renseignements indiquent si les membres canadienne sur les droits de la personne (programme visibles conformément au paragraphe 16(1) de la Loi Il permet d'évaluer la participation des minorités spéciaux, ainsi que sur les postulants de la GRC. bersonnels sur les membres réguliers, civils, et Description: Oe fichier contient des renseignements Programme d'équité en matière d'emploi

Numéro de fichier: GRC PPE 810

renseignements donnent un aperçu chronologique de du Canada comme policiers occasionnels. Ces actuellement à l'emploi de la Gendarmerie royale personnels sur les personnes qui ont été ou qui sont Description: Ce fichier renferme des renseignements Policiers occasionnels/employés civils temporaires CRC PPE 806 Enregistrement (SCT): 001018 Numéro de fichier: APC: 78-001 Renvoi au dossier #: GRC GRC 925 le dossier n'est pas ainsi désigné, il est détruit. No. le contrôle des Archives nationales du Canada; lorsque valeur archivistique ou historique, il est transféré sous Lorsque le dossier est désigné comme ayant une période de deux ans si la demande n'est pas acceptée. période de six ans après le paiement final et pour une de Bientaisance sont conservés par la GRC pour une demande de renseignements sur la Caisse Fiduciaire où le sujet atteint l'âge de 70 ans. Les dossiers de dossiers de la solde sont conservés jusqu'au moment Normes de conservation et de destruction : Les la Loi sur la protection des renseignements personnels. de rémunération sont conformes aux dispositions de 1'administration des ressources humaines et des plans des demandes de réclame. Toutes les liaisons concernant d'exploitation utilisé pour versé des données suite à service des membres de la GRO); Zyindex, un système des membres de la GRC); GRC PPE 802 (Dossiers de des membres de la GRC); GRC PPE 801 (Dossiers les fichiers suivants: GRC PPE 804 (Dossiers des griefs et peut aussi servir pour le couplage des données dans planification, de l'évaluation et des analyses statistiques utilisés aux fins de la vérification, de la recherche, de la Usages compatibles: Ces renseignements sont l'administration du Régime de pensions du Canada. transmise à Santé et Bien-être Social Canada pour T-4 et Relevé 1. Cette information est éventuellement et déductions qui doivent apparaître sur les formulaires Le numéro d'assurance sociale est utilisé pour les gains gouvernementaux Canada pour raison de pension. le ministère des Travaux publics et services liste des destinataires est maintenue de concert avec Canada et de son régime d'avantages sociaux. Une l'administration interne de la Gendarmerie royale du des renseignements qui sont utilisés au niveau de Publique. But: Ce fichier a pour but de consigner employés autre que les employés de la Fonction l'emploi de la Gendarmerie royale du Canada comme Personnes qui ont été ou qui sont actuellement à gouvernementale. Catégorie de personnes:

Policiers occasionnels/employés civils temporaires
Description: Ce fichier renferme des renseignements
personnels sur les personnes qui ont été ou qui sont
actuellement à l'emploi de la Gendarmerie royale
du Canada comme policiers occasionnels. Ces
renseignements donnent un aperçu chronologique de
la carrière de ces personnes au sein de la Gendarmerie.
Ils englobent notamment les demandes d'emploi,
les informations relatives aux triage sécuritaire, le
traitement, les évaluations et les notes de service
indiquant les raisons de la cessation d'emploi. Le
traitement, les évaluations et les notes de service
unméro d'assurance sociale est obtenu en vertu de la
veulent les consulter doivent satisfaire aux exigences
veulent le consulter doivent satisfaire aux exigences
qui figurent sur la formule de demande d'accès à des
renseignements personnels et indiquer leur nom,

Enregistrement (SCT): 001020 Numéro de fichier: APC: 69-164 Renvoi au dossier #: GRC GRC 922 le dossier n'est pas ainsi désigné, il est détruit. No. le contrôle des Archives nationales du Canada; lorsque valeur archivistique ou historique, il est transfèré sous Forsque le dossier est désigné comme ayant une au moins jusqu'à ce que le sujet ait atteint 100 ans. et de destruction : Les dossiers sont conservés renseignements personnels. Normes de conservation aux dispositions de la Loi sur la protection des et des plans de rémunération sont conformes concernant l'administration des ressources humaines PARADE, FARS et SISS de la GRC. Toutes les liaisons que pour le couplage des données avec les systèmes planification de l'évaluation et des statistiques ainsi également être utilisés aux fins de la recherche, de la programme dentaire. Ces renseignements peuvent la continuité d'un traitement et au responsable du commission médicale et à un médecin pour assurer des médecins ou psychologues appointés à une confrères; l'information peut aussi être révélée à justifient afin d'assurer la sécurité du public ou de des SSR-D, des circonstances exceptionnelles le de l'officier responsable du CNDSS ou du personnel commandant ou à l'officier approprié si, selon l'opinion à considérer. L'information peut être révélée à un d'une affectation lorsque l'état de santé est un facteur de la GRC et ils peuvent servir à établir la pertinence de l'article 5 de la Loi sur la continuation des pensions 27 de la Loi sur la pension de retraite de la GRC ou décès survenus en cours de service en vertu de l'article

le Système de frais pour les logements de possession automatisée, par exemple, dans des systemes tels que conservés dans des dossiers ou encore sous forme renseignements contenus dans ce fichier peuvent être faciliter l'acheminement de leur demande. Les les documents qu'elles désirent consulter afin de obtenir des renseignements particuliers doivent indiquer peuvent être conservés. Les personnes qui veulent renseignements auxquels ils désirent avoir accès Les membres actifs doivent indiquer l'endroit où les y indiquer leur nom, prénoms et numéro matricule. renseignements personnels et ils doivent également figurent sur le formulaire de demande d'accès à des les intéressés doivent se conformer aux exigences qui le droit de consulter les dossiers qui les concernent, ce fichier à la demande de Revenu Canada. Pour avoir numéro d'assurance sociale est utilisé et conservé dans s'occupe du fonctionnement du système de paye. Le publics et services gouvernementaux Canada qui correspondance envoyée au ministère des Iravaux Bientaisance et autres sujets pertinents, y compris la renseignements sur la Caisse Fiduciaire de des retenues, des dossiers de demande de membre, des allocations, des heures supplémentaires, qui donnent un aperçu chronologique de la solde du Description: Ce fichier contient des renseignements Dossiers sur la solde des membres de la GRC

CRC PPE 808

d'incapacité relativement à des blessures où à un également être utilisés au chapitre des indemnités de maladie et aux prestations d'assurance. Ils peuvent tacteur déterminant ainsi que l'admissibilité aux congés la santé physique ou mentale de ces derniers est un l'avancement ou le service continu dans les cas où des recommandations touchant les affectations, fonctions policières à l'étranger et pour formuler aptes à exécuter leurs fonctions, y compris des pour établir si les membres réguliers et civils sont divisionnaire (SSR-D) se servent de ces dossiers personnel des services de santé régionaux ou de décisions des services de santé (CNDSS) ou le compatibles: L'Officier responsable du Centre national identifier le patient et pour la comptabilité. Usages médical de la Défense nationale s'en sert pour n'est ni exigé ni utilisé par la GRC. Toutefois, le centre policières à l'étranger. Le numéro d'assurance sociale personnes sont aptes à être affectées à des fonctions informations médicales serviront à déterminer si les raisons de famille fondées sur l'état de santé. Les le membre, ou pour accorder des affectations pour certaines régions lorsque les personnes accompagnent en vue d'établir la pertinence d'une affectation dans renseignements sur la famille et les proches parents de l'évaluation et des statistiques. On se sert des utilisés aux fins de la recherche, de la planification, la GRC. Ces renseignements peuvent également être l'article 5 de la Loi sur la continuation des pensions de 27 de la Loi sur la pension de retraite de la GRC ou de décès survenus au cours de service en vertu de l'article d'incapacité relativement à des blessures ou à un également être utilisés au chapitre des indemnités de la mobilité des membres de la GRC. Ils peuvent la disposition des médecins et dentistes en raison et du traitement qui, autrement, ne pourrait être mis à complet de la santé physique et mentale, des blessures d'assurance. Ils fournissent également un dossier l'admissibilité aux congés de maladie et aux prestations de ces derniers est un facteur déterminant ainsi que continue dans les cas où la santé physique ou mentale touchant les affectations, l'avancement ou le service fonctions et pour formuler des recommandations ou qui ont demandé à l'être sont aptes à exécuter leurs qui sont affectées à des fonctions policières à l'étranger membres spéciaux ou membres civils et les personnes Ce fichier a pour but d'établir si les membres réguliers, familles immédiates et leurs proches parents. But : réguliers, membres spéciaux ou membres civils, leurs actuellement à l'emploi de la GRC comme membres personnes : Personnes qui ont été ou qui sont Affaires des anciens combattants. Catégorie de répertoire de renseignements personnels au chapitre trouver aussi des renseignements médicaux dans le de faciliter l'acheminement de leur demande. On peut indiquer les documents qu'elles désirent consulter afin veulent obtenir des renseignements particuliers doivent avoir accès peuvent être conservés. Les personnes qui l'endroit où les renseignements auxquels ils désirent fonction publique. Les membres actifs doivent indiquer

fichier: GRC PPE 805 926 Enregistrement (SCT): 001017 Numéro de No. APC: 69-164 Renvoi au dossier #: GRC GRC lorsque le dossier n'est pas ainsi désigné, il est détruit. sous le contrôle des Archives nationales du Canada; une valeur archivistique ou historique, il est transféré 70 ans. Lorsque le dossier est désigné comme ayant conservés au moins jusqu'à ce que le sujet ait atteint de conservation et de destruction : Les dossiers sont protection des renseignements personnels. Normes sont conformes aux dispositions de la Loi sur la ressources humaines et des plans de rémunération Toutes les liaisons concernant l'administration des PPE 818 (Programme d'équité en matière d'emploi). ORD (Jabram-sérapi et l'après-mandat) GRD la conduite des membres de la GRC en ce qui membres de la GRC); GRC PPE 815 (Code régissant GRC); GRC PPE 806 (Dossiers sur la solde des PPE 804 (Dossiers des griefs des membres de la du conseil d'appréciation des aspirants officiers; GRC GRC/dossiers d'affectation de personnel/audiences promotion/mutation pour les membres de la

numéro d'insigne ou leur numéro d'employé de la leur nom, prénoms et numéro matricule, ainsi que leur d'accès à des renseignements personnels, et indiquer aux exigences qui figurent sur le formulaire de demande accès à ce fichier, les membres doivent se conformer traitements médicaux de cet organisme. Afin d'avoir sujet des membres qui ont reçu des soins ou des reçus du Centre médical de la Défense nationale au sociale dans les dossiers médicaux ou les documents du membre. On peut trouver le numéro d'assurance santé de la famille immédiate ou des proches parents peut aussi y trouver des renseignements sur l'état de et les maladies contractées en cours de service. On ainsi que des rapports portant sur les blessures subies aux membres, et la catégorie médicale de ces derniers, services rendus en vertu du programme d'assistance épreuves de condition physique et des résultats, aux psychiatriques et psychologiques, résultats des chirurgicaux, médicaux et dentaires, aux évaluations se rapportant à l'hospitalisation, aux traitements la correspondance, des rapports et des formules à l'étranger. Les dossiers médicaux contiennent de des personnes affectées à des fonctions policières renseignements portent en outre sur le dossier médical des traitements médicaux aux frais de l'Etat. Les ou après son licenciement, s'il continue à recevoir ORD al eb iolqme'il était à l'emploi de la GRD dans ce fichier donnent un aperçu de l'histoire médicale policières à l'étranger. Les renseignements contenus que sur d'autres personnes affectées à des fonctions réguliers, membres spéciaux ou membres civils ainsi actuellement à l'emploi de la GRC comme membres personnels sur les personnes qui ont été ou qui sont Description: Oe fichier renferme des renseignements à des fonctions policières à l'étranger d'autres personnes demandant une affectation Dossiers médicaux des membres de la GRC et

GRC); GRC PPE 803 (Audiences des comités de PPE 802 (Dossiers de service des membres de la PPE 801 (Dossiers des membres de la GRC); GRC GRC PPU 090 (Distinctions et récompenses); GRC suivants: GRC PPU 070 (Dossiers des postulants); bont le couplage des données dans les fichiers l'analyse. On peut aussi se servir de cette information utilisés pour la recherche, la planification, l'évaluation et membres. Ces renseignements peuvent aussi être enquêter sur une plainte contre la GRC ou un de ses ces renseignements pour s'enquérir d'un griet ou des plaintes du public contre la GRC peuvent utiliser comité externe d'examen de la GHC et la Commission divulguées au plaignant lors de plainte fondée. Le GRC suite à une plainte de harcèlement peuvent être mesures disciplinaires prises contre un membre de la du public contre la GRC ou un de ses membres. Les d'examen de la GRC et la Commission des plaintes pensions. Usages compatibles: Le Comité externe les enquêtes, l'admissibilité au traitement médical et les service continu, les appels, les poursuites criminelles, rétrogradations, les affectations, l'avancement, le amendes, les lacunes, les licenciements, les mesures disciplinaires officielles ou officieuses, les de service, les sanctions d'un comité d'arbitrage, réprimandes, les avertissements, les peines du tribunal des décisions concernant les suspensions, les pnt de consigner des renseignements afin de prendre preuve de mauvaise conduite. But : Ce fichier a pour ont été l'objet de mesures disciplinaires ou qui ont fait sont présentement à l'emploi de la Gendarmerie et qui membres spéciaux et membres civils qui ont été ou (ROSS). Catégorie de personnes: Membres réguliers, que le système de soutien bureaucratique de la GRC automatisée, par exemple, dans des systèmes tels conservés dans des dossiers ou encore sous forme renseignements contenus dans ce fichier peuvent être taciliter l'acheminement de leur demande. Les les documents qu'elles désirent consulter afin de optenir des renseignements particuliers doivent indiquer peuvent être conservés. Les personnes qui veulent où les renseignements auxquels ils désirent avoir accès matricule. Les membres actifs doivent indiquer l'endroit également y indiquer leur nom, prénoms et numéro d'accès à des renseignements personnels et doivent aux exigences qui figurent sur la formule de demande les concernent, les intéressés doivent se conformer GRC.» Pour avoir le droit de consulter les dossiers qui CHC PPE 802 «Dossiers de service des membres de la 801 «Dossiers des membres de la GRC» ou le fichier criminelles peut être conservée dans le fichier GRC PPE des raisons autres que l'inconduite et les infractions documentation relative au licenciement obligatoire pour résultant de mauvaise conduite et aux décisions. La documentation relative au licenciement obligatoire concernant la mauvaise conduite présumée, la décisions des tribunaux et les appels, la documentation par des membres y compris les enquêtes, les les dossiers relatifs aux infractions statutaires commises pertinente ; les suspensions, les décisions annulées,

Numéro de fichier: GRC PPE 801 GRC GRC 918 Enregistrement (SCT): 001013 il est détruit. No. APC: 69-164 Renvoi au dossier #: du Canada ; lorsque le dossier n'est pas ainsi désigné, est transféré sous le contrôle des Archives nationales comme ayant une valeur archivistique ou historique, il sujet ait atteint 100 ans. Lorsque le dossier est désigné dossiers sont conservés au moins jusqu'à ce que le Normes de conservation et de destruction: Les Loi sur la protection des renseignements personnels. de rémunération sont contormes aux dispositions de la l'administration des ressources humaines et des plans en matière d'emploi). Toutes les liaisons concernant l'après-mandat) GRC PPE 818 (Programme d'équité de la GRC en ce qui concerne les conflits d'intérêts et PPE 815 (Code régissant la conduite des membres Dossiers sur la solde des membres de la GRC); GRC annulés des membres de la GRC; GRC PPE 806 GRC); GRC PPE 805 (Dossiers disciplinaires actifs et PPE 804 (Dossiers des griefs des membres de la du conseil d'appréciation des aspirants officiers ; GRC la GRC/dossiers d'affectation de personnel/audiences comités de promotion/mutation pour les membres de membres de la GRC); GRC PPE 803 (Audiences des récompenses) ; GRC PPE 802 (Dossiers de service des des postulants); GRC PPU 090 (Distinctions et dans les fichiers suivants : GRC PPU 070 (Dossiers statistiques ainsi que pour le couplage des données de la planification, de l'évaluation et des analyses également être utilisés au chapitre de la recherche, Usages compatibles: Ces renseignements peuvent a l'avancement, aux affectations et au service continu. renseignements afin de prendre des décisions relatives But: Ce fichier a pour but de consigner des spéciaux, membres civils ou membres de la réserve. du Canada comme membres réguliers, membres actuellement à l'emploi de la Gendarmerie royale personnes: Personnes qui ont été ou qui sont bureaucratique de la GRC (ROSS). Catégorie de les langues officielles (SILO), le système de soutien des systèmes tels que le système d'information sur encore sous forme automatisée, par exemple, dans fichier peuvent être conservés dans des dossiers ou

appels, les comités et toute la documentation disciplinaires et des comités d'arbitrage graves, les rapports de tribunaux de services simples, mesures du membre ; les réprimandes, les avertissements, les justifient les mesures disciplinaires prises à l'égard en vertu de la Partie IV de la Loi sur la GRC qui les rapports d'enquête relative au Code de deontologie dossiers disciplinaires actifs et annulés peuvent contenir ou qui ont fait preuve de mauvaise conduite. Les Canada et qui ont fait l'objet de mesures disciplinaires présentement à l'emploi de la Gendarmerie royale du spéciaux et les membres civils qui ont été ou qui sont bersonnels sur les membres réguliers, les membres Description: Ce fichier renterme des renseignements membres de la GRC Dossiers disciplinaires actifs et annulés des

001016 Numéro de fichier: GRC PPE 804 au dossier #: GRO GRO 926 Enregistrement (SCT): ainsi désigné, il est détruit. No. APC : 69-164 Renvoi nationales du Canada ; lorsque le dossier n'est pas historique, il est transféré sous le contrôle des Archives désigné comme ayant une valeur archivistique ou après le règlement des griefs. Lorsque le dossier est contenus dans ce fichier sont supprimés cinq ans de conservation et de destruction : Les dossiers protection des renseignements personnels. Normes sont conformes aux dispositions de la Loi sur la des ressources humaines et des plans de rémunération d'emploi). Toutes les liaisons concernant l'administration GRC PPE 818 (Programme d'équité en matière qui concerne les conflits d'intérêts et l'après-mandat) régissant la conduite des membres de la GRC en ce solde des membres de la GRC); GRC PPE 815 (Code membres de la GRC; GRC PPE 806 (Dossiers sur la

sour retenus. Les renseignements contenus dans ce gaus dnelle division ou dans quel service les dossiers d'infiltration ou un numéro de code. De plus, indiquez al vous avez reçu une formation comme agent désirez avoir accès à ces dossiers, veuillez indiquer de la Direction générale un numéro de code. Si vous avec succès le cours d'agent d'infiltration et obtenu générale et aux divisions sur les individus qui ont réussi supplémentaires sont également retenus à la Direction l'acheminement de leur demande. Des dossiers documents qu'elles désirent consulter afin de faciliter renseignements particuliers doivent indiquer les conservés. Les personnes qui veulent obtenir des auxquels ils désirent avoir accès peuvent être doivent indiquer l'endroit où les renseignements prenoms et numero matricule. Les membres actifs personnels et doivent également y indiquer leur nom, tormulaire de demande d'acces a des renseignements doivent se conformer aux exigences qui figurent sur le consulter les dossiers qui les concernent, les intéressés dans le fichier GRC PPU 080. Pour avoir le droit de à la suite de la formation peuvent aussi être conservées motif de rendement insatisfaisant. Les évaluations faites membre de la GRC est licencié ou rétrogradé pour également de la documentation dans le cas où un langue seconde, profil linguistique. Ce fichier contient documents pertinents, résultats d'évaluation de la les citations, les médailles, les avis d'erreur et les recouvrer, les mutations pour raisons personnelles, officiers, conseils et orientation fournis, créances à recueillis dans le cadre du programme des aspirants 816), ou renseignements portant sur le personnel rendement, document personnel PARADE (formule mutation, rapports d'entrevues, appréciations de recommandations en vue d'une promotion ou d'une informatique LAN), évaluations faites suite à la formation, programme de formation de base des recrues (système Il contient les documents suivants : résultats du qui donnent un aperçu de l'état de service du membre. Description: Ce fichier renferme des renseignements Dossiers des membres de la GRC

> GRC PPE 811 Enregistrement (SCT): 001023 Numéro de fichier: APC: 69-164 Renvoi au dossier #: GRC GRC 918 le dossier n'est pas ainsi désigné, il est détruit. No. contrôle des Archives nationales du Canada; lorsque archivistique ou historique, il est transféré sous le le dossier est désigné comme ayant une valeur années civiles suivant la cessation d'emploi. Lorsque sont conservés durant une période minimale de deux et de destruction : Les dossiers que contient ce fichier renseignements personnels. Normes de conservation aux dispositions de la Loi sur la protection des humaines et des plans de rémunération sont conformes es liaisons concernant l'administration des ressources (Dossiers administratifs généraux de la GRC). Toutes sécuritaires et relative à la fiabilité); GRC PPU 807 suivants: GRC PPU 065 (Dossiers d'habilitation pour le couplage des données dans les fichiers

Dossiers des griefs des membres de la GRC

PPE 805 (Dossiers disciplinaires actifs et annulés des du conseil d'appréciation des aspirants officiers; GRC GRC/dossiers d'affectation de personnel/audiences promotion/mutation pour les membres de la GRC); GRC PPE 803 (Audiences des comités de PPE 802 (Dossiers de service des membres de la PPE 807 (Dossiers des membres de la GRC); GRC SRC PPU 090 (Distinctions et récompenses); GRC suivants: GRC PPU 070 (Dossiers des postulants); pour le couplage des données dans les fichiers des griefs. On peut aussi se servir de cette information e comité externe d'examen de la GRC dans le cadre la planification, de l'évaluation et des statistiques et par être utilisés aux fins de la recherche, de la formation, de compatibles: Ces renseignements peuvent également d'une autre procédure révisée par cette partie. Usages en vertu de la partie III de la Loi sur la GRC ou en vertu résoudre les griets et les appels qui ont été tormulés renseignements qui sont utilisés par la GRC afin de GRC. But: Ce fichier a pour but de consigner des de personnes: Membres réguliers ou civils de la soutien bureaucratique de la GRC (ROSS). Catégorie exemple, dans des systèmes tels que le système de des dossiers ou encore sous forme automatisée, par contenus dans ce fichier peuvent être conservés dans l'acheminement de leur demande. Les renseignements documents qu'elles désirent consulter afin de faciliter renseignements particuliers doivent indiquer les leur division. Les personnes qui veulent obtenir des matricule. Les membres actifs doivent aussi indiquer également y indiquer leur nom, prénoms et numéro d'accès à des renseignements personnels et doivent exigences qui figurent sur la formule de demande concernent, les intéressés doivent se conformer aux Pour avoir le droit de consulter les dossiers qui les aussi les réponses aux griefs et leur réglement définitif. un aspect quelconque de leur service. Il renterme spéciaux ou des membres civils de la GRC, concernant officiellement par des membres réguliers, des membres Description: Oe fichier renferme les griefs formulés

Numéro de fichier: GRC PPE 802 GRC GRC 918 Enregistrement (SCT): 001014 il est détruit. No. APC: 69-164 Renvoi au dossier #: du Canada ; lorsque le dossier n'est pas ainsi désigné, est transféré sous le contrôle des Archives nationales comme ayant une valeur archivistique ou historique, il sujet ait atteint 100 ans. Lorsque le dossier est désigné ce fichier sont conservés au moins jusqu'à ce que le et de destruction : Les renseignements contenus dans l'entremise de ce ministère. Normes de conservation des anciens combattants et doivent être consultées par de renseignements personnels du ministère des Affaires incapacité ou décès sont conservées dans les fichiers la GRC. Les évaluations concernant les pensions pour l'article 5 de la Loi sur la continuation des pensions de de la Loi sur la pension de retraite de la GRC, ou de survenu en cours de service, en vertu de l'article 27 pour incapacité en cas de blessure ou de décès être utilisés pour justifier les demandes d'indemnités Approvisionnements et Services. Ils peuvent également

Dossiers des employés municipaux à l'emploi de la GRC

du service. On peut aussi se servir de cette information decisions concernant l'engagement et la continuation compatibles: Ce fichier est utilisé pour prendre des la tenue des relevés comptables d'emploi. Usages GRC. Le numéro d'assurance sociale est utilisé pour des postulants à un poste d'employé municipal à la recueillis dans le cadre du processus d'engagement but de consigner des renseignements qui ont été qualite d'employés municipaux. But : Ce fichier a pour ont postulé un emploi et travaillé à la Gendarmerie en demande. Catégorie de personnes : Personnes qui veulent consulter afin de faciliter l'acheminement de leur barticuliers doivent préciser les documents qu'elles personnes qui désirent obtenir des renseignements désirent avoir accès peuvent être conservés. Les indiquer l'endroit où les renseignements auxquels ils renseignements pertinents. Les membres actifs doivent et l'endroit où elles ont travaillé afin d'obtenir des nom, prénoms, date de naissance, genre de travail renseignements personnels et indiquer également leur figurent sur le formulaire de demande d'accès à des veulent le consulter doivent satisfaire aux exigences qui Loi sur l'administration financière. Les personnes qui numero d'assurance sociale est obtenu en vertu de la service stipulant la raison de la cessation d'emploi. Le maladie ou de conge, et les évaluations et notes de d'augmentation salariale, les dossiers des congés de traitement initial, les certificats de paye, les demandes les informations se rapportant au triage sécuritaire, le englobent notamment les formules relatives à l'emploi, au sein de la Gendarmerie royale du Canada. Ils un aperçu chronologique de la carrière de la personne municipalité concernée. Ces renseignements donnent Canada aux termes d'une entente contractuelle avec la ou qui ont travaillé pour la Gendarmerie royale du personnels sur les employés municipaux qui travaillent Description: Ce fichier renterme des renseignements

d'assurance. Ces dossiers sont conservés dans les fonds de pension et des demandes d'indemnités Approvisionnements et Services pour ce qui est des Ces renseignements sont transmis au ministère des la Loi sur la protection des renseignements personnels. de rémunération sont conformes aux dispositions de l'administration des ressources humaines et des plans en matière d'emploi). Toutes les liaisons concernant Paprès-mandat) GRC PPE 818 (Programme d'équité de la GRC en ce qui concerne les conflits d'intérêts et PPE 815 (Code régissant la conduite des membres (Dossiers sur la solde des membres de la GRC); GRC et annulés des membres de la GRC; GRC PPE 806 GRC); GRC PPE 805 (Dossiers disciplinaires actifs PPE 804 (Dossiers des griefs des membres de la du conseil d'appréciation des aspirants officiers; GRC GRC/dossiers d'affectation de personnel/audiences de promotion/mutation pour les membres de la de la GRC); GRC PPE 803 (Audiences des comités récompenses); GRC PPE 801 (Dossiers des membres des postulants); GRC PPU 090 (Distinctions et dans les fichiers suivants : GRC PPU 070 (Dossiers statistiques ainsi que pour le couplage des données la recherche, de la planification, de l'évaluation et des Ces renseignements peuvent être utilisés aux fins de régime d'avantages sociaux. Usages compatibles: interne de la Gendarmerie royale du Canada et de son sociale qui sont utilisés au niveau de l'administration renseignements, y compris les numèros d'assurance réserve. But : Ce fichier a pour but de consigner des spéciaux, membres civils ou membres de la du Canada comme membres réguliers, membres actuellement à l'emploi de la Gendarmerie royale de personnes : Personnes qui ont été ou qui sont faciliter l'acheminement de leur demande. Catégorie les documents qu'elles désirent consulter afin de obtenir des renseignements particuliers doivent indiquer peuvent être conservés. Les personnes qui veulent renseignements auxquels ils desirent avoir accès Les membres actifs doivent indiquer l'endroit où les indiquer leur nom, prénoms et numèro matricule. renseignements personnels et doivent également figurent sur le formulaire de demande d'accès à des intéressés doivent se conformer aux exigences qui droit de consulter les dossiers qui les concernent, les et de la Loi de l'impôt sur le revenu. Pour avoir le pensions du Canada, de la Loi sur l'assurance-emploi des lois fédérales, pour l'administration du Régime de que le numéro d'assurance sociale (NAS), obtenu et de licenciement, le certificat de triage sécuritaire ainsi et des témoins, les pensions, les lettres de nomination déclarations de blessures et d'incapacité des membres personnels, des renseignements sur les assurances, les avis de mutation et de changement, les certificats relatifs aux demandes d'emploi et d'engagement, les du membre. Les dossiers contiennent les documents qui donnent un aperçu chronologique de la carrière Description: Ce fichier renferme des renseignements Dossiers de service des membres de la GRC

fichiers de renseignements personnels du ministère des

Numéro de fichier: GRC PPE 815 No. APC: 86-001 Enregistrement (SCT): 002102 plus deux ans, après quoi les documents sont detruits. conserve les documents pendant la durée de l'emploi, ORD sd: conservation et de destruction: La GRD protection des renseignements personnels. Normes sont conformes aux dispositions de la Loi sur la ressources humaines et des plans de rémunération

001019 Numero de fichier: GRC PPE 807 au dossier # : GRC GRC 918 Enregistrement (SCT) : ainsi désigné, il est détruit. No. APC: 78-001 Renvoi nationales du Canada; lorsque le dossier n'est pas historique, il est transféré sous le contrôle des Archives est désigné comme ayant une valeur archivistique ou période additionnelle de quatre ans. Lorsque le dossier transaction et conservés sur ruban d'appui pour une bont une période de douze mois après la date de la es effets et équipements, les dossiers sont conservés dernière correspondance. Dans le cas du dossier sur sont conservés au moins deux ans après la date de la de conservation et de destruction : Les dossiers protection des renseignements personnels. Normes sour contormes aux dispositions de la Loi sur la ressources humaines et des plans de rémunération Toutes les liaisons concernant l'administration des d'entretien d'équipements et parade comme répertoire. membres de la GRC) ainsi que dans les systèmes suivants: GRC PPE 806 (Dossiers sur le solde des et servir pour le couplage de données dans les fichiers planification, de l'évaluation et des analyses statistiques peuvent également servir aux fins de la recherche, de la Canada. Usages compatibles: Ces renseignements l'administration interne de la Gendarmerie royale du renseignements qui sont utilisés au niveau de de service. But: Ce tichier a pour but de consigner des Gendarmerie royale du Canada en vertu d'un contrat Personnes qui sont ou qui ont été à l'emploi de la peuvent être conservés. Catégorie de personnes: on les renseignements auxquels ils desirent avoir acces concerné, Les membres actifs doivent indiquer l'endroit matricule et la nature de l'avantage ou du privilège compris la date approximative, le lieu, le numéro concernant leur premier contact avec la GRC, y personnes doivent donner suffisamment de détails d'accès à des renseignements personnels, les exigences indiquées sur la formule de demande personne en particulier. En plus de se conformer aux sont pas toujours répertoriées sous le nom d'une généraux, les données contenues dans ce fichier ne En raison de la nature des dossiers administratifs accorder ou refuser certains avantages ou privilèges. renseignements sur divers sujets où la GRC peut de stationnement. Il contient en outre d'autres réglementaires, les cartes de circulation et les permis l'équipement de la GRC, l'enregistrement des armes distribution et l'élimination des uniformes et de de la correspondance connexe sur l'acquisition, la Description: Oe fichier renterme des dossiers et Dossiers administratifs généraux de la GRC

GRC GRC 918 Enregistrement (SCT): 001021 il est détruit. No. APC : 69-164 Renvoi au dossier #: du Canada ; lorsque le dossier n'est pas ainsi désigné, est transféré sous le contrôle des Archives nationales comme ayant une valeur archivistique ou historique, il la cessation d'emploi. Lorsque le dossier est désigné une période minimale de deux années civiles suivant dossiers que contient ce fichier sont conservés durant Normes de conservation et de destruction : Les a Loi sur la protection des renseignements personnels. de rémunération sont conformes aux dispositions de l'administration des ressources humaines et des plans d'équipement. Toutes les liaisons concernant généraux de la GRC ainsi que le système d'entretien à la fiabilité); GRC PPU 807 (Dossiers administratifs PPU 065 (Dossiers d'habilitation sécuritaire et relative de l'évaluation et des statistiques ainsi que pour le servir aux fins de la recherche, de la planification,

SAC PPU 090 (Distinctions et récompenses); GRC suivants: GRC PPU 070 (Dossiers des postulants); bont le couplage des données dans les fichiers membre. On peut aussi se servir de cette information membre quant à sa taçon de traiter avec l'ancien applicables. Cette mesure influe sur la capacité du mesures d'observation de l'après-mandat qui lui sont de déterminer si un ancien membre respecte les d'intérêts existent. Ils permettent aux agents désignés disciplinaires et des cessations d'emploi si des conflits décisions prises au sujet des mutations, des mesures conflits d'intérêts réels ou potentiels et à appuyer les Les renseignements servent à régler les situations de conflits d'intérêts potentiels. Usages compatibles: chez les membres de la G.R.C., de consigner les situations de conflits d'intérêts réels ou potentiels GRC. But: Ce fichier a pour but de relever les Categorie de personnes: lous les membres de la et les tonctions et responsabilités officielles du membre. les conflits réels ou potentiels, entre les intérêts privés rapports d'enquêtes et la correspondance concernant Consignes du Commissaire. Egalement inclus sont les participation à des activités extérieures selon les Description: Ce fichier contient les demandes de et l'après-mandat la GRC en ce qui concerne les conflits d'intérêts Code régissant la conduite des membres de Numéro de fichier: GRC PPE 809

tontes les ligisons concernant l'administration des

annues des membres de la GRC; GRC PPE 806 GRC); GRC PPE 805 (Dossiers disciplinaires actifs et

PPE 804 (Dossiers des griefs des membres de la

de promotion/mutation pour les membres de la

GRC); GRC PPE 803 (Audiences des comités

PPE 802 (Dossiers de service des membres de la

PPE 801 (Dossiers des membres de la GRC); GRC

PPE 818 (Programme d'équité en matière d'emploi).

(Dossiers sur la solde des membres de la GRC); GRC

du conseil d'appréciation des aspirants officiers; GRC

GRC/dossiers d'affectation de personnel/audiences

Gendarmerie royale du Canada

Ohapitre 100

Fichiers particuliers

Numéro de fichier: GRC PPE 803 GRC GRC 920 Enregistrement (SCT): 001015 il est détruit. No. APC: 69-164 Renvoi au dossier #: du Canada; lorsque le dossier n'est pas ainsi désigné, transféré sous le contrôle des Archives nationales ayant une valeur archivistique ou historique, il est document. Lorsque le dossier est désigné comme un minimum de cinq ans après la date du dernier dossiers dans ce fichier sont conservés pendant Normes de conservation et de destruction: Les la Loi sur la protection des renseignements personnels. de rémunération sont conformes aux dispositions de l'administration des ressources humaines et des plans en matière d'emploi). Toutes les liaisons concernant l'après-mandat) GRC PPE 818 (Programme d'équité en ce dui concerne les conflits d'intérêts et OAD al es serdmem seb etiubrios al trassigér ebod) la solde des membres de la GRC); GRC PPE 815 membres de la GRC; GRC PPE 806 (Dossiers sur PPE 805 (Dossiers disciplinaires actifs et annulés des OBS: (OAS al eb seridmem seb steirs des la GRC); de service des membres de la GRC); GRC PPE 804 des membres de la GRC); GRC PPE 802 (Dossiers (Distinctions et récompenses); GRC PPE 801 (Dossiers

renseignements qu'il contient peuvent également la continuation du service au sein de la GRC. Les est utilisé pour prendre des décisions concernant d'auxiliaire de police. Usages compatibles : Ce fichier brocessus d'engagement des postulants à un poste renseignements qui ont été recueillis dans le cadre de police. But: Ce tichier a pour but de consigner des qui ont postulé et obtenu un emploi d'auxiliaire de ent demande. Catégorie de personnes : Personnes veulent consulter afin de faciliter l'acheminement de barticuliers doivent préciser les documents qu'elles personnes qui désirent obtenir des renseignements désirent avoir accès peuvent être conservés. Les indiquer l'endroit où les renseignements auxquels ils renseignements pertinents. Les membres actifs doivent l'endroit où elles ont travaillé afin d'obtenir des prénoms, date de naissance, genre de travail et des renseignements personnels et indiquer leur nom, qui figurent sur la formule de demande d'accès à consulter ce fichier doivent satisfaire aux exigences au triage sécuritaire. Les personnes qui veulent d'appréciation, ainsi que des renseignements relatifs fichier peut aussi contenir des rapports d'activités et d'emploi des auxiliaires de police de la GRC. Le portent sur l'embauche, le service et la cessation Canada comme auxiliaires de police. Ces renseignements présentement à l'emploi de la Gendarmerie royale du personnels sur les personnes qui ont été ou qui sont Description: Ce fichier renferme des renseignements Auxiliaires de police

PPU 070 (Dossiers des postulants); GHC PPU 090 couplage des données dans les fichiers suivants : GRC de l'évaluation et des statistiques ainsi que pour le étre utilisés aux fins de la recherche, de la planification, compatibles: Ces renseignements peuvent également révision des griefs découlant de ces mesures. Usages d'officier, ainsi qu'à remplir des postes ainsi que dans la en vue de promotions et de nominations au grade renseignements qui servent à choisir des candidats délégué. But : Ce fichier a pour but de consigner des pour de l'avancement par le Commissaire ou son équivalant à celui d'un officier, qui ont ête considérés gendarmes spéciaux, les membres spéciaux ou grade d'officier et tous les officiers, les membres civils et les aspirants officiers en tant que postulants au grade se sont présentés devant le conseil d'appréciation des latérale par les jurys des promotions/ mutations et qui considérés pour une promotion ou une mutation devant le comité de promotion ou qui ont êté écrit l'examen de promotion et/ou se sont présentés les membres spéciaux et les membres civils qui ont gendarmes, les sous-officiers, les gendarmes spéciaux, examens". Catégorie de personnes: Tous les par exemple, dans le système "Information sur les dans des dossiers ou encore sous forme automatisée, contenus dans ce fichier peuvent être conservés l'acheminement de leur demande. Les renseignements documents qu'elles désirent consulter afin de faciliter des renseignements particuliers doivent indiquer les tenu doit figurer. Les personnes qui veulent obtenir le conseil d'appréciation des aspirants officiers a été Service. Pour les aspirants officiers, la date à laquelle division/direction, fonction, année et si possible de dotation ont été prises sont également nécessaires : suivants concernant le poste pour lequel les mesures doivent aussi indiquer leur division. Les renseignements prénoms et numéro matricule. Les membres actifs renseignements personnels et indiquer leur nom, figurent sur le formulaire de demande d'accès à des les membres doivent se conformer aux exigences qui descriptions de tâches. Afin d'avoir accès à ce fichier, concernant la sélection du personnel et des qui sont comblés, des tableaux de comparaison promotion, ou des renseignements sur les postes et/ou les résultats d'entrevues devant le comité de d'évaluation, les résultats d'examens de promotion des comités de promotion/mutation ou des conseils des indicateurs de rendement, des recommandations Description: Ce fichier renterme des curriculum vitae, des aspirants officiers de personnel/audiences du conseil d'appréciation pour les membres de la GRC/dossiers d'affectation Audiences des comités de promotion/mutation

Programme d'équité en matière d'emploi

Présences et congés Langues officielles Sécurité et santé au travail Rémunération et avantages Harcèlement Griefs

Diversification de l'économie de l'Ouest Canada

Chapitre 98

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Formation et perfectionnement

Griefs

Harcèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Evaluation du rendement

Dossier personnel d'un employé

Autorisations sécuritaires

une description de leur contenu.

Fichiers ordinaires

Aide aux employès

et d'avion

Code régissant les conflits d'intérêts et

Cartes d'identification et laissez-passer

Accidents d'automobile, de bateau, d'embarcation

cette publication) une définition des fichiers ordinaires et Vous trouverez dans l'INTRODUCTION (au début de

Chapitre 99 **Environnement Canada**

cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de Fichiers ordinaires

et une description de leur contenu.

et d'avion Accidents d'automobile, de bateau, d'embarcation

Aide aux employés

Autorisations sécuritaires

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employè

Dotation

Dotation

l'après-mandat

Evaluation du rendement

191

Griefs

леН

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

......

Stationnement

Voyages et réinstallations

Programme d'affectation

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Développement économique Canada pour les régions du Québec Chapitre 97

.. ..

Fichiers particuliers

Affectations interministérielles

Description: Ce fichier renferme des renseignements sur des employés en affectation temporaire dans d'autres ministères tels leur nom, leur curriculum vitae, écrite des ententes. Catégorie de personnes: Employés de DEC et de différents ministères présentement en saffectation temporaire. But: Pour s'assurer que les set de différents ministères présentement en points énumérés dans le protocole d'entente de l'affectation soient respectés. Normes de conservation et de destruction: L'information est conservée et de destruction: L'information est conservée pendant trois ans après la fin de l'entente.

Enregistrement (SCT): 003223 Numéro de fichier:

Demande de dossier pour mutation

Description: Le fichier central d'information renferme

Des demandes de mutation des employés de DEC

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

du processus d'affectation. Enregistrement (SCT):

conservés pour une période de deux ans après la fin

conservation et de destruction : Les dossiers sont

affectation et consigner les protocoles. Normes de

répertoire des employés intéressés à obtenir une

renseignements seront utilisés pour constituer un

demandé une affectation au ministère. But : Les

Catégorie de personnes: Les employés du

d'employés en vue d'obtenir des formulaires

d'affectation et de la correspondance générale.

des résultats de présentations, des demandes

d'affectation, des renseignements sur les entrevues,

des curriculum vitae, des évaluations, des accords

Description : La banque de données peut contenir

gouvernement fédéral et employés de DEC qui ont

Code régissant les conflits d'intérêts et l'après-mandat

003888 Numéro de fichier: DEC PPE 815

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

ainsi que des autres ministères. Ces dossiers peuvent contenir des curriculum vitae incluant l'âge, le sexe, le niveau d'éducation et le numéro d'assurance sociale et aussi des examens du rendement et l'évaluation de l'employé. Catégorie de personnes: Employés de fournit une banque d'information qui sert à doter des postes dans une institution gouvernementale. Normes de conservation et de destruction: Les documents sont conservés pendant deux ans et sont ensuite détruits. Enregistrement (SCT): 003224 Numéro détruits. Enregistrement (SCT): 003224 Numéro de tichier: DEC PPE 810

003331 Numéro de fichier: DRHC PPE 812 une minimum de deux ans. Enregistrement (SCT): de destruction : Les dossiers sont conservés pendant de retraites possibles). Normes de conservation et de service de l'employé ou de l'employée projections achevée, un aperçu de l'âge et du nombre d'années demande de main-d'oeuvre, la formation prevue et matiere d'empioi, les previsions d'offre et de la (bar exemple, sur les langues officielles, l'equite en servent aussi à la production de rapports de gestion la réinstallation, l'équité en matière d'emploi ; el les humaines, les évaluations du rendement, la formation, planification et le développement des ressources a, appoint aux tonctions du personnel telles que la unusines. Usages compatibles: Les données servent gestionnaires à dresser leur plan des ressources But: Les données ont été recueillies pour aider les moins de six mois, plein temps et temps partiels. soit indéterminés, termes plus de six mois, termes aur tous les employés et employées actuels de DRHIC, suivie). Catégorie de personnes: Dossiers et données de la situation de la formation (proposée, approuvée, cyadne conta suite au processus d'évaluation, en plus nue liste des employes et employees identifies pour bertectionnement note les cours disponibles, maintient necessite un suivi. La module sur la formation et le prolongées et suite à toute autre situation qui éducation d'entants d'âge préscolaire, à des vacances a des congés de maternité, à des congés de soins et vacants suite aux congés d'invalidité de longue durée, satisfaites; ceci comprend les postes qui deviendront bonk e, szenkek dne jes exideuces obekstjouueljes sout de l'avis du gestionnaire, exigeront un suivi quelconque en matière de dotation fait le suivi des domaines qui, rappel. Le module sur les mesures et les ajustements affectations qui comprennent un système actif de fin des situations intérimaires, des détachements et des système tient aussi compte des dates de début et de dr, nue gate de rappel de la prochaine évaluation). Le compris la formation et évaluation du rendement (ainsi historique sur la formation et le perfectionnement (y professionnels, les aspirations de carrière, la mobilité, au travail, la capacité linguistique, les antécédents numéro du poste, le lieu et le numéro de téléphone d'emploi (plein temps, temps partiel, etc.), le titre et le domicile de l'employè ou de l'employèe, le type de naissance, l'adresse et le numéro de téléphone au la date de début dans la fonction publique, la date res qouvees an les employés et employées englobent hiérarchique (le numéro et le titre du poste du surveillant). exigences linguistiques, l'unité de travail et le lien le groupe et le niveau, l'indicateur d'exclusion, les bostes comprennent et le numéro du poste, le titre, des employés et les employées. Les données sur les dotation ainsi que la formation et le perfectionnement sur les mesures ou les ajustements en matière de postes de DRHIC, sur les employés et les employées, ressources humaines. Il contient des donnés sur les

Planification de la reprise des opérations (SCT): 002006 Numèro de fichier: DRHC PPE 802 IV, 3e étage, Hull (Québec) K1A 0.19. Enregistrement Ressources humaines, DRHC, Place du Portage, Phase Division des services des opérations - Québec, les chefs de section. Communiquer avec : Directeur, conserves pendant cinq ans lorsqu'ils portent sur conservation et de destruction : Les dossiers sont recherche, de planification et d'évaluation. Normes de recherche du secteur privé à des fins statistiques, de benneur edalement etre divulgues aux compagnies de statistiques et pour les vérifications internes. Ils humaines et pour les prévisions des analyses pesoius identifiés dans la planification des ressources et le développement nécessaires pour répondre aux bonk établir les priorités et pour autoriser la formation vacants. On peut également utiliser ces renseignements des postes précis lorsque ces derniers deviennent et de relever le nom des candidats qui désirent obtenir candidats disponibles lors d'un processus de dotation ces renseignements afin de faire l'inventaire des appropriées. Usages compatibles: On peut utiliser et par l'intermédiaire des unités administratives on par le Chet, Planification des ressources humaines l'agent de la planification des ressources humaines, coufeunz gans le présent fichier, par l'entremise de membres de ces comités ont accès aux renseignements ce qui est des af fectations ou des détachements. Les ces dnestions de même que par les gestionnaires pour carrières par les membres des comites s'attardant a qn brocessus de l'étude et de la planification des But : Ces renseignements seront utilisés dans le cadre de Développement des ressources humaines Canada.

004157 Numéro de fichier: DRHC PPE 801 destruction : à déterminer. Enregistrement (SCT) : plan est immédiatement supprimée. Autorisation de dni ne sont plus à l'emploi de la section visée par le réguliers et toute information concernant des personnes destruction: Les plans son mis à jours à intervalles statistiques. Normes de conservation et de de recherche, de pianification, d'evaluation et de humaines Canada peut utiliser l'information aux fins comparibles: Developpement des ressources ant la prestation de services essentiels. Usages nue alfuation d'urgence ayant des repercussions Permettre de joindre les employés pour réagir à de Développement des ressources Canada. But: employés. Catégories de personnes: Employés er unweros de telephones personnels de tous les Canada. Ces plans renterment les adresses domiciliaires service de Développement des ressources humaines des opérations applicables à l'ensemble des points de Describtion: Ce fichier confient les plans de reprise

Programme informatisé sur la planification des ressources humaines

Description: Ce fichier informatisé a été conçu par les gestionnaires pour les aider à élaborer leur plan des

et mettre en application un plan individualisé de retour gestionnaires de cas des divers projets afin de préparer fonctionnelles. L'information est obtenue des participent au projet-pilote de Gestion des incapacités et Iravaux publics et services gouvernementaux, qui des ressources humaines Canada, Défense nationale Services correctionnels du Canada, Développement inclue les renseignements obtenus des employé(e)s des Description: L'information contenue dans ce fichier fonctionnelles

Projet-pilote de gestion des incapacités

Numéro de fichier: DRHC PCE 701 No. APC: 69-089 Enregistrement (SCT): 000457 microfilmé. Les microfilms sont retenus pour 100 ans. de la réclamation et ensuite le dossier complet est dossiers sont détruits trois ans après la résolution Normes de conservation et de destruction: Les à déterminer le droit de l'employé à une indemnité. établir la validité des réclamations d'indemnisation et l'Etat. Usages compatibles: Ces dossiers servent à en vertu de la Loi de l'indemnisation des employés de d'enregistrer toutes les réclamations d'indemnisation consultation des dossiers. But: Ce fichier a pour but d'identité peut être demandée avant de permettre la des personnes visées par ce fichier. Une preuve des sociétés de la Couronne constituent la catégorie Catégorie de personnes : Les employés de l'Etat et correspondance et le registre des indemnités payées. médicaux, les réclamations d'indemnisation, la suivants: le rapport de l'accident, les documents Description: Ce fichier renferme les documents Dossiers sur l'indemnisation des employés de l'Etat

bersonnes: Les données portent sur les employés de gestion et un curric ulum vitae. Catégorie de résumé du Système d'information sur les ressources imprimés relatifs à la planification de carrière, un suivants : au moins deux évaluations récentes, les Description: Ce fichier peut renfermer les documents Etude et planification des carrières

Fichiers particuliers

(SCT): 003410 Numéro de fichier: DRHC PCE 705 Renvoi au dossier #: DRHC CIM 025 Enregistrement l'activité reliée au retour au travail de l'employé(e). pour une période de plus de deux ans après la fin de et de destruction : L'information ne sera pas retenue ainsi que du Projet pilote. Normes de conservation l'efficacité de la gestion des limitations fonctionnelles L'information contenue dans ce fichier servira à évaluer une blessure ou une maladie. Usages compatibles: travail de façon rapide et sécuritaire après avoir subit fonctionnelles et aide les employé(e)s à reprendre le fonctionnelles qui prévienne les incapacités un programme pilote de gestion des incapacités ce fichier est d'aider les gestionnaires de cas à tester réinsertion dans leur lieu de travail. But : Le but de et qui sont présentement dans leur démarche de participantes qui ont subi une blessure ou une maladie personnes: Les employé(e)s provenant d'institutions physiques ou mentales de l'individu(e). Catégorie de practicien médical compétant faisant état des capacités retour au travail. Il peut aussi contenir un certificat d'un engagés dans le processus de réadaptation et de médecin traitant et des autres prestataires de services responsabilités de l'employeur, de l'employé, du au travail pour cet employé(e). Ce plan spécifie les

Chapitre 96 Dèveloppement des ressources humaines Canada

Griefs

Garderie en milieu de travail

Fichiers centraux

Formation et perfectionnement

Evaluation du rendement

Dotation

Dossier personnel d'un employé

l'après-mandat

Code régissant les conflits d'intérêts et

Cartes d'identification et laissez-passer

Autorisations sécuritaires

Aide aux employés

Mesures disciplinaires

Présences et congés

Voyages et réinstallations

Vérification de la fiabilité

Sécurité et santé au travail

Rémunération et avantages

Politique de reconnaissance

Programme d'équité en matière d'emploi

Stationnement

Langues officielles

691

Numéro de fichier: MDN PPE 805 MDN DSG 785 Enregistrement (SCT): 004155 Entreprise. No. APC: 69-014 Renvoi au dossier #: CIDP ou numéro d'identification de l'employé dans suivants: nom complet et/ou numéro matricule, sont accessibles si l'on fournit les renseignements administrative. Ils sont ensuite détruits. Les dossiers conservés cinq ans après la dernière formalité conservation et de destruction : Les dossiers sont et de Réserve), employés civils du MDM. Normes de anciens et présents militaires des FO (Force régulière bersonnes: Cette banque de données s'applique aux: et d'administrer la rémunération. Catégorie de sur le revenu, Loi sur l'assurance-emploi afin de gérer sur le Régime de pensions du Canada, Loi de l'impôt énoncés annuels sur la résidence habituelle, Règlement électorale du Canada afin de fournir aux députés des NAS est recueilli conformément à ce qui suit : Loi majors des trois armées et des chefs de groupe. Le mettre à jour les sous-centres de données des étatsgestionnaires afin de simplifier le processus décisionnel; qualifications; élaborer des rapports à l'intention des la mise à jour de renseignements comme les relatives au personnel, de manière contrôlée; appuyer le personnel ; répondre aux questions sur les données simplifier le processus décisionnel en ce qui concerne central de calcul de la solde (SCCS) (MDN PPE 858); qui sont stockées grâce à la restructuration du Système et confirmer les données communes sur le personnel de cette banque de données servent à : mettre à jour l'information. Usages compatibles: Les renseignements ob noitsegification (NGC) et le soutien à la gestion de traitements et salaires (ETS), la norme générale de formation universitaire (PSFU), l'enveloppe des matricules (SGAMM), le Programme subventionné de (TPSCG), le Système de gestion de l'accès aux numéros Iravaux publics et Services gouvernementaux Canada système de soutien de l'administration du personnel, perfectionnement professionnel des officiers (PPPO), le officielles (LO), le système de suivi du Programme de de sélection au mérite, l'interface avec les langues servant à aider les militaires faisant partie des conseils de soutien des conseils de promotion au mérite (SSCM) gestion sur l'instruction individuelle (SIGII), le système dentaires de la Great West, le Système d'information de d'information financière (SIF), le régime de soins ressources humaines de la Défense, le Système de données du Système intégré de gestion des servant aux changements organisationnels; le centre à la publication des messages de promotion ; le CFSS d'instruction de changement de grade (SAICG) servant

Fichiers ordinaires

et d'avion

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation

gestionnaires de carrière ; Système automatisé des messages d'affectations (SIMA) destiné aux comprend les systèmes suivants : Système informatisé et des FC, à tous les niveaux du Ministère. Cela la gestion et de l'administration du personnel du MDN renseignements à l'intention du personnel chargé de sur les transactions vise à tournir et à vérifier des ne sont pas mis à jour. But : Cette banque de données Heserve, Les dossiers des militaires retraités des FC nombre pour les membres anciens et actuels de la éléments de données semblables mais en moins grand résumé des données qui les concernent. Il existe des des dossiers personnels, dans lequel se trouve un un utilisateur local du système Entreprise un sommaire Force régulière peuvent demander personnellement à poste actuel et numéro matricule. Les membres de la de sécurité du poste), antécédents de service dans le liées à la cote de sécurité de l'employé et au niveau poste), grade, religion, attestation de sécurité (données (données sur les employés et profil linguistique du dualifications professionnelles, profil linguistique à jour état civil, catégorie médicale, profession militaire, nom, d'engagement, anciens membres de la Force régulière, à charge, lieu de travail, scolarité, programme bersonnel : date et lieu de naissance, personnes la classification comme la catégorie; administration du coordination des postes, des points et des données sur données sur la section et catégorie de l'unité; faire la utilisent; processus liés à la gestion des postes; poste, sur tous les congés que les employés accumulent et applicables aux militaires et aux civils : tenir des dossiers financières et les indemnités d'étude. Procédés d'emploi en matière de substitution et sur les indemnités personnel civil (PRPC), sur la disponibilité des dossiers données liées au Programme de réduction du mesurer la participation à des programmes spéciaux; équité en matière d'emploi pour les groupes cibles ; tenir à jour et faire le suivi des données concernant les candidats, planification des ressources humaines); (numéros de concours, processus, renseignements sur

par le Programme de réaménagement des effectifs; dotation : tenir à jour les données relatives à la dotation

faire les demandes d'autorisation afin de combler les postes prioritaires de gestionnaires et employés visés

de toutes les données relatives aux employés (p. ex. adresse, situation d'emploi, CIDP, rémunération);

de transfert de données : affectations et structure des

été mis en œuvre le 31 mars 1998 suivant un calendrier

soutient les processus militaires et civils des RH qui ont

Réserve et les éléments civils du ministère. Le SIGRHD

es gestionnaires afin d'appuyer la Force régulière, la

ressources humaines (RH), conçu pour utiliser le logiciel de RH PeopleSoft, pouvant être utilisé par les

membres du personnel du MDN et des FC et par

et intégré de gestion des renseignements sur les

Système intégré de gestion des ressources

Description: Cette banque est un système unique

humaines de la Défense (SIGRHD) défense (GRHD)

groupes professionnels militaires; rémunération civile (paye et avantages sociaux/congés); tenue à jour

000181 Numéro de fichier: MDN PPE 812 dossier #: MDN BSP 405 Enregistrement (SCT): numéro de matricule. No. APC: 69-014 Renvoi au (s'il y a lieu), leur grade, leurs noms et prénoms, le en plus du nom de l'interviewer du militaire en question d'emploi militaire, l'endroit et date de(s) l'entrevue(s) renseignements personnels (DAIPRP) fournir : le code Directeurs- accès à l'information et protection des documents pertinents, il faut par l'entremise du une fois qu'un cas est réglé. Pour avoir accès aux dossiers sont détruits après cinq années civiles, Normes de conservation et de destruction : Les qui a causé des blessures ou la mort d'une personne. menant une enquête sur un accident ou un événement une commission d'enquête ou une enquête sommaire d'enquêtes dans la conduite d'une enquête légale, à judiciaires, aux policiers militaires, à des corps spéciaux municipales selon les législations, aux fins de poursuites au commandant, aux autorités provinciales ou le Code de discipline militaire peuvent être divulguées : militaires des PC et leurs personnes à charge régies par service de santé des FC 8-02, les renseignements des cas. Usages compatibles: Conformément à l'ordre du activités professionnelles de traitement et de gestion de consignés visent à aider le travailleur social dans ses leurs familles immédiates. But : Les renseignements seb serdmem sel te OA seb serilitaires des leurs clients. Catégorie de personnes: Cette banque notés par les travailleurs sociaux militaires au sujet de Description: Ce fichier contient les renseignements Services sociaux

(SCT): 002856 Numéro de fichier: MDN PPE 871 numéro matricule. No. APC: 69-014 Enregistrement y avoir accès en fournissant le nom, les initiales et le conservés jusqu'à la fermeture de la SFC Alert. On peut conservation et de destruction : Les dossiers seront traités de façon juste et équitable. Normes de rôle, cette information sert à veiller à ce qu'ils soient S'il est nécessaire d'y affecter des militaires à tour de lors de l'affectation de personnel militaire à la SFC Alert. militaires du rang des FC. But : L'information est utilisée Comm 219) et autres membres commissionnés et de personnes: Chercheurs en communication (CH d'appartenance et attestation de sécurité. Catégorie affectations temporaires antérieures, unité brofessionnels militaires, qualifications de spécialiste, sexe, grade, numéro matricule, codes de groupes précisément, il comprend les renseignements suivants: pour une affectation temporaire à la SFC Alert. Plus OT seb slennoisseforq sequorg settles des FO rechercher en communication (Ch Comm 29) et de personneis concernant la sélection de personnel de personnel à Alert renferme des renseignements Describtion: Le fichier du système de garnison du Système de garnison du personnel à Alert

> Numéro de fichier: MDN PPE 815 MDN BPP 360 Enregistrement (SCT): 000184 et prénoms. No. APC: 69-014 Renvoi au dossier #: d'enrôlement, le numéro matricule, le NAS, les noms le consulter doivent indiquer : l'année de la demande automatisées indéfiniment. Les personnes qui désirent l'information dans la banque de données. Les données Tous les autres documents jusqu'au transfert de forme de microfiche ou DC pour une période indéfinie. forme de copies originales, jusqu'au transfert sous d'évaluation des candidats FC 283 et MDN 2158 sous de conservation et de destruction: Formules dans I'un ou l'autre fichier ou les deux. Normes ainsi assorties peuvent ensuite être conservées pour lequel elles avaient été recueillies. Les données communes aux deux fichiers et conformément au motif (Programme d'équité en matière d'emploi), à des fins de la détense (SIGHHD) et avec le fichier POE 918 Système intégré de gestion des ressources humaines informations de ce fichier à celles du fichier PPE 805 (ERP) peut être utilisé pour relier ou assortir les d'identification de l'équipe de recherche en personnel numéro du candidat, le numéro matricule ou le code programmes/politiques. Usages compatibles: Le

> 004438 Numéro de fichier: MDN PPE 819 l'employé. No. APC : 97-003 Enregistrement (SCT) : de six mois suivant la date de départ du CST de renseignements sont conservés pour une période Normes de conservation et de destruction : Ces en aide aux personnes handicapées, s'il y a lieu. produits supplémentaires liés à la sécurité pour venir à mettre en oeuvre et à fournir des procédures et des Usages compatibles: Ces renseignements servent mesures de sécurité additionnelles sont nécessaires. dans le but de permettre au CST de déterminer si des l'institution. But : Ces renseignements sont recueillis sensoriel. Catégorie de personnes: Employés de personnels liés aux handicaps d'ordre physique ou Description: Ce fichier contient des renseignements Sécurité des employés

Services d'information

MDN PPE 827 Enregistrement (SCT): 000196 Numèro de fichier: APC: 69-014 Renvoi au dossier #: MDN DSI 065 date de naissance, le grade, les noms et prénoms. No. fichier doivent indiquer: le code d'emploi militaire, la Les personnes qui désirent consulter les dossiers du retraite et ensuite transférés au fichier MDN PPE 818. destruction: Les dossiers sont conservés jusqu'a la diffusiion externe. Normes de conservation et de fonctions à des fins d'exploitation interne et de officiers des affaires publiques dans l'exercice de leurs contenus dans ce fichier servent de référence aux et aux cadres civils du MDM. But : Les renseignements s'applique: aux cadres supérieurs militaires des FC, nationale. Catégorie de personnes: Cette banque cadres supérieurs militaires, et civils de la Défense Description: Ce fichier renferme les biographies des:

000206 Numéro de fichier: MDN PPE 838 dossier #: MDN CNS 520 Enregistrement (SCT): le numéro matricule. No. APC: 69-014 Renvoi au date de libération, s'il y a lieu, les noms et prénoms, désirent consulter ces dossiers doivent indiquer : la du fichier numéro APC PCE 720. Les personnes qui nationales du Canada où il deviennent partie intégrante la libération du militaire, puis versés aux Archives du fichier sont conservés : pendant cinq ans après de conservation et de destruction : Les dossiers l'aptifude des divers candidats à être promus. Normes à suivre des cours de formation, le mérite relatif et être gardés dans les Forces, à être reclassifiés, libérés, administratives relatives à la gestion du personnel, à déterminer, de façon continue : des décisions et aux comités d'étude des promotions au mérite de rendement. Il permet aux coordonnateurs de carrières But: Ce fichier électronique constitue un dossier du Force de réserve en service de réserve de classe «C». s'applique aux militaires de la Force régulière et de la

e numéro matricule ou numéro du collège. No. APC: l'étudiant lorsque l'on demande des renseignements, ete tréquente, les noms et prénoms, le numèro de en indiquant : l'année ou les années où le collège a secretaire general du college et on peut y avoir acces à des fins historiques. Les dossiers sont gardés par le destruction: Les dossiers sont conservés indéfiniment chaque année. Normes de conservation et de statistiques et environ 1000 militaires en tont l'objet Les dossiers servent à des fins administratives et ont fréquenté un collège militaire canadien (CMC). étudiants et les élèves officiers qui fréquentent ou dossier des résultats obtenus chaque année par les canadien. But: Ce fichier a pour objet de tenir un qui tréquentent, ont tréquenté, un collège militaire de personnes: Cette banque s'applique aux étudiants opteuns cuadne suuée bar les étudiants. Catégorie Description: Oe fichier contient les résultats scolaires militaire canadien Relevés de notes - étudiants du collège

canadiennes

Description: Ce fichier informatisé renferme: des
données sur les tests de sélection, des renseignements
recueillis au cours de sondages effectués sur les
candidats: l'attrition, le harcèlement, le rendement
de la formation les conditions de service. la situation
professionnelle au sein des FC. Catégorie de
un poste dans les FC, aux militaires du cadre actif, aux
anciens militaires des FC. But: Ce fichier de données
informatisé fournit une base de données pour la
recherche sur le personnel, c'est-à-dire pour la
recherche sur le personnel, c'est-à-dire pour la
selection professionnelle et les évaluations des

Enregistrement (SCT): 000212 Numèro de fichier:

Recherche psychotechnique des Forces

Henseignements - Banque de données -

075 BA NOM: # rossier # 10-68

WDN PPE 844

DND PPE 816 Enregistrement (SCT): 003342 Numéro de fichier: trouver le dossier du militaire. No. APC: 69-014 est nécessaire d'avoir ces indicatits afin de pouvoir matricule peut servir à identifier les militaires lorsqu'il dans ce fichier n'ont pas encore été établis. Le numéro crifères de destruction pour les documents contenus Normes de conservation et de destruction: Les comprenant des renseignements sur les militaires. ce fichier et ceux conservés dans un autre fichier etablir un lien entre les renseignements contenus dans être divulguées. Le numéro matricule peut servir à nombre en cause, ces statistiques ne devraient pas d'identifier un ou des individus en raison d'un petit de compilations statistiques. Toutefois, s'il est possible renseignements ne seront divulgués que sous forme celles des autres groupes au sein des FC. Ces la situation des militaires des groupes désignés avec réaliser un profil personnel des militaires, pour comparer politique connexe à l'équité en matière d'emploi, afin de au sein des FC, à l'élaboration et la mise en œuvre de admis et d'être représentés d'une manière équitable

000194 Numéro de fichier: MDN PPE 825 dossier #: MDN DSE 045 Enregistrement (SCT): de la suggestion. No. APC: 69-014 Renvoi au es noms et prenoms, le numero de dossier ou l'objet aquelle elles ont fait leur suggestion ou reçu la prime, au niveau du Commandement ou de la Base, la date à indiquer : le Comité des primes à l'initiative promoteur Les personnes qui désirent le consulter doivent récompense sont détruites après trois années civiles. suggestions qui sont rejetées qui aboutissent à une 1000\$ sont détruites après cinq années civiles. Les anddestious dni sout acceptées égale ou supérieur à sout détruites après trois années civiles. Les aboutissent à une récompense de moins que 1000\$ destruction: Les suggestions qui sont acceptées qui l'impôt sur le revenu. Normes de conservation et de Revenu national (Impôt), conformément à la Loi de Services, ainsi qu'aux fins d'impots du ministère du entremise du ministère des Approvisionnements et bonk : nu cyédne de récompense commande par d'assurance sociale et l'adresse sont nécessaires l'initiative du MDM. Usages compatibles: Le numèro a pour objet d'administrer le Programme de primes à des FC, aux employés civils du MDM. But : Ce fichier bersonnes: Cette banque s'applique: aux militaires personnels fournis, les suggestions. Categorie de règlement du Programme, les renseignements statistiques, les procès-verbaux des réunions, le relatits à l'administration des initiatives, des données Description: Ce fichier contient: les documents Programme des primes à l'initiative

Rapports d'appréciation du rendement Description: Ce fichier contient les renseignements suivants: lettres de recommandation et de récompense, rapports d'appréciation du personnel, rapports de cours. Catégorie de personnes: Cette fichier

Programme d'équité en matière d'emploi pour fichier: MDN PPE 890 630 Enregistrement (SCT): 003172 Numéro de No. APC: 69-014 Renvoi au dossier #: MDN PCA complet incluant les initiales, les numéros matricules. la cueillette (Code d'Identification d'Unité), les noms au ticher doivent indiquer : la date et l'endroit où a eu lieu Les personnes qui veulent consulter les dossiers du d'une directive contraire du QGDM, et ensuite détruite. qocnmentation est conservée pour deux ans à moins au laboratoire où le test a eu lieu pour un an et toute destruction: Les échantillons d'urine sont conservés la OAFC 19-21. Normes de conservation et de touchant la carrière des militaires conformément à prendre les mesures administratives nécessaires renseignements serviront au Commandant afin de médicaux/sociaux, les gérants de carrières. Les militaire, le Commandant du militaire, les conseillés du MDN seulement et seront partagés avec : la police statistiques. Les renseignements seront utilisés au sein obligatoires de dépistage de drogues pour fins de de tests positifs sont conservés par l'unité des tests compatibles: Les renseignements relatifs aux résultats administratives prescrit dans le OAFC 19-21. Usages brogramme d'éducation préventive, de mesures de réhabilitation et d'application, de traitement, d'un statistiques qui serviront aussi de base à l'instauration ; servira a conserver les resultats de tests pour fins de de la Force régulière et de la Réserve. But : Ce fichier personnes: Cette banque s'applique aux militaires (des FC) de dépistage de drogues. Catégorie de d'urine recueillis lors du Programme de tests obligatoires des tests en laboratoire produit à partir des échantillons pertinents à chaque échantillon recueilli, les résultats

spéciales qui permettront aux groupes désignés d'être designes, afin d'introduire des mesures temporaires opatacles à la carrière des membres des groupes des FC afin de déterminer et de suppresser les le cadre des programmes d'équité en matière d'emploi fins. Les renseignements recueillis sont utilisés : dans renseignements sur les militaires, encore à ces deux données à des fins statistiques, pour obtenir des Usages compatibles: Les FC peuvent recueillir des des militaires, présentés selon leur groupe désigné. qu'il est possible d'avoir toutes les données au sujet matière d'emploi. C'est grâce à ces renseignements a la section 9 de la partie 1 de la loi sur l'équite en d'équité en matière d'emploi pour les FC assujetties toute la documentation nécessaire à la mise en œuvre et de la Première Réserve. But : Ce fichier contient paudne a, applique aux militaires de la horce régulière handicapées). Catégorie de personnes: Cette 'antochtones, temmes, minorites visibles, personnes volontairement s'ils tont partie d'une groupe désigné identification. Les répondants doivent indiquer out ete recueillis au moyen de questionnaires auto personnels sur les militaires. Tous ces renseignements Description: Ce fichier contient des renseignements les Forces canadiennes

> Enregistrement (SCT): 004439 Numéro de ficher: programme. No. APC: 97-003 Renvoi au dossier #: détruits six mois après que l'employé se sera retiré du conservation et de destruction : Ces dossiers seront de mentors et de leurs compétences. Normes de programme de mentorat. Créer et tenir à jour une liste Planifier, administrer, élaborer des rapports et évaluer le barticipants au programme (mentors et proteges). Usages compatibles: Tenir un registre des et la mise en oeuvre du programme de mentorat. documentation en vue de la planification, l'administration sont tenus à jour dans le but de fournir de la Employés de l'institution. But : Ces renseignements les mentors et les protégés. Catégorie de personnes: individuelles et des mises à jour en ce qui concerne programme de mentorat ainsi que des évaluations professionnels, les évaluations et les statistiques du Il peut aussi inclure les curriculum vitae, les antécédents perfectionnement, les buts et les opinions personnelles. les antécédents académiques, les cours de les mentors et les protégés, notamment le nom, pePrsonnels offerts sur une base volontaire par Description: Ce fichier contient des renseignements Programme de mentorat

WDN PPE 820

WDN PPE 826 Enregistrement (SCT): 000195 Numèro de fichier: APC: 69-014 Renvoi au dossier #: MDN DSE 045 date de naissance, le grade, les noms et prénoms. No. laquelle elles ont été nommées ou ont reçu la prime, la indiquer: la categorie d'emploi militaire, la date a personnes qui désirent consulter le fichier doivent dossiers sont détruits après trois années civiles. Les Normes de conservation et de destruction: Les conformément à la Loi de l'impôt sur le revenu. d'impôts du ministère du Revenu national (impôt), des Approvisionnements et Services ainsi qu'aux fins secombeuse commande par l'entremise du ministère et l'adresse sont nécessaires : pour un chêque de Asages compatibles: Le numero d'assurance sociale groupes du quartier général de la Détense nationale. des primes au mérite des commandements et des étudié par le Comité des primes au mérite et le Conseil proposés pour la prime au mérite, dont le cas sera mérite du MDN. Il sert au classement des candidats a pour objet d'administrer le Programme de primes au des FC, aux employés civils du MDM. But : Ce tichier bersonnes: Cette banque s'applique: aux militaires du Programme, des statistiques. Categorie de service, des procès-verbaux des réunions, le réglement bersonnelles sur les candidats proposés, des états de Description: Oe fichier contient: des données Programme de primes au mérite

Programme de tests obligatoires de dépistage de drogues des Forces canadiennes Description: Ce fichier contient: les décisions administratives prises envers la carrière des militaires qui en font la demande, les détails administratifs

sont détruits cinq ans après les dernières formalités administratives. Pour consulter ces dossiers, il faut par l'entremise du Directeurs- accès à l'information et protection des renseignements personnels (DAIPRP) indiquer: l'année du grief, le code d'emploi militaire de la personne concernée, le grade, le nom, le numéro de matricule. No. APC: 69-014 Enregistrement (SCT):

Numèro de fichier: MDN PPE 897 No. APC: 69-014 Enregistrement (SCT): 003982 le NM/CIDP, le nom complet, la date de naissance. renseignements personnels (DAIPRP) en fournissant: Directeur-accès à l'information et protection des PCE 716. On peut y avoir accès par l'entremise du OAA oràmun relichie du fichier numéro APC personnel aux Archives nationales du Canada où ils transférés au Centre national des documents du après la date de leur fermeture. Les dossiers sont dossiers sont conservés pendant six années civiles Normes de conservation et de destruction : Les façon générale, conformément aux attentes du MDN. dans les limites de leurs fonctions ou attributions et, de fonds publics faites par les fonctionnaires ayant agi demandes de prestation de services juridiques par les civils. But: Ce fichier a pour but de documenter les s'applique: aux militaires du MDM, aux employés derniers. Catégorie de personnes: Cette banque de l'Etat et la prestation de services juridiques à ces Conseil du Trésor sur l'indemnisation des fonctionnaires militaire et civil du MDN conformément à la politique du juridiques par les fonds publics faites par le personnel relatifs aux demandes de prestation de services Description: Oe fichier contient les renseignements les fonds publics Prestation de services juridiques par

tichier: MDN PPE 830 035 Enregistrement (SCT): 000199 Numéro de No. APC: 69-014 Renvoi au dossier #: MDN JAG diade de l'accuse, s'il y a lieu, les noms et prenoms. l'année et l'endroit où s'est réunie la cour martiale, le désirent consulter ces dossiers doivent indiquer : dossiers ne sont jamais détruits. Les personnes qui Normes de conservation et de destruction : Les de la cour martiale et à la Cour supréme du Canada. cas où l'on fait appel des décisions à la Cour l'appel pour des fins administratives de research et pour les sur la défense nationale. But : Les dossiers sont gardés de discipline militaire en vertu de l'article 60 de la Loi militaires des FC, aux personnes justiciables au code qe bersonnes: Cette bandue s'applique: aux verdicts et sentences des cours martiales, Categorie Institicatives, les plaidoines, les témoignages, les gécisions, les documents ayant servi de pièces constituent un compte rendu exact de tous : les Description: Les procés-verbaux des cours martiales Procès-verbaux des cours martiales

chaque programme. Normes de conservation et de destruction: Les messages aux candidats (choisis ou non) sont détruits après deux ans. Toutefois, des copies sont conservées dans le fichier numéro MDN PPE 818. Les rapports du Comité sont conservés à des fins statistiques pendant 20 ans, puis détruits Pour consulter ces dossiers, il faut fournir: la nomination ou la sélection pour le programme exact, l'année de la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire (au temps), le la demande, le code d'emploi militaire de la conserve de

WDN PPE 898 Enregistrement (SCT): 003960 Numéro de fichier: pour les professionnels civils. No. APC: 69-014 Initiales, le VM pour les militaires des FC, et le VAS peut y avoir accès en fournissant : le nom, et les une mention à cet effet sera inscrite au fichier. On est apporté ou lorsque la plainte à l'étude a été rejetée, et seront ensuite détruits. Toutefois si un changement y seront conservés cinq ans après la libération du militaire conservation et de destruction : Ces renseignements pouvoir prendre les actions appropriées. Normes de commandement ont besoin de ces informations afin de d'une étude et les personnes qui, dans la chaîne de à ces informations sont les personnes qui font l'objet compatibles: Les seules personnes qui auront accès étude et sur le type d'action qui a été prise. Usages dont la conduite professionnelle a fait l'objet d'une sur le personnel du Service de la Santé des FC (SSFC) Ce fichier à pour but de tenir à jour toute l'information tous les membres du Service de Santé des FC. But: Catégorie de personnes : Cette banque s'applique à responsables de l'attribution des licences de pratique. chef de Service de la Santé et les agences provinciales normes professionnelles, la correspondance entre le entre les divers bureaux du MDN concernant les médicales qui a révisé ces cas, la correspondance du comité de révision des normes protessionnelles Description: Oe fichier renterme: les comptes-rendus Normes professionnelles médicales

Personnel militaire – dossier des griefs

Description: Ce fichier constitue un dossier des:
demandes de redressement de griefs, décisions rendues à l'égard de ces griefs. Catégorie de des FC. But: Le fichier a pour objet d'enregistrer-les: des FC. But: Le fichier a pour objet d'enregistrer-les: des FC. But: Le fichier a pour objet d'enregistrer-les: des Acisions rendues à l'égard de ces griefs, les demandes de redressement de griefs présentées en vertu de la Loi sur la Défense nationale. Usages on vertu de la Loi sur la Défense nationale. Usages de la personne, par la même personne qui a présenté de la personne, par la même sur les droits de la personne, par la même sujet. Normes de le grief et ayant trait au même sujet. Normes de le grief et ayant trait au même sujet. Normes de conservation et de destruction: Les dossiers

de ce fichier est de conserver : des renseignements relatifs au décès ou à l'invalidité des militaires qui sont bénéficiaires du RARM, des renseignements sur tous les militaires, actuels et anciens, des FC, qui ont demandé une couverture du RARM et du RAOG ainsi que des données concernant les paiements accordés ou refusés. Normes de conservation et années civiles suivant le décès ou l'annulation de la couverture. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de naissance, les couverture. Les personnes qui désirent consulter ces dossiers doivent indiquer : la date de naissance, les personnes, le numéro matricule. No. APC : 69-014 Menvoi au dossier # : MDN DRA 450 : 69-014 Menvoi au dossier # : MDN DRA 450 :

000190 Numèro de fichier: MDN PPE 821 dossier #: MDN CNS 520 Enregistrement (SCT): numéro matricule. No. APC: 69-014 Renvoi au du Collège d'état-major, leurs noms et prénoms, le au comité tels que l'année, l'endroit, le grade, le nom indiquer : le code d'emploi militaire, les détails relatifs personnes qui désirent consulter ces dossiers doivent deux ans pour fins statistiques, puis détruits. Les destruction: Les dossiers sont conservés pendant commandement. Normes de conservation et de à suivre les cours du Collège d'état-major et de d'un processus pour choisir les officiers qui sont aptes des FC. But: Ce fichier sert à consigner les résultats de personnes: Cette banque s'applique aux officiers second, les observations et les conclusions. Catégorie rendus, une liste des officiers choisis en premier et en Les rapports du comité comprennent : les comptes cours d'un collège de commandement et d'état-major. les nominations des officiers supérieurs, choisis un comités convoqués et des procédés suivit pour étudier Description: Ce fichier contient les résultats des commandement et d'état-major des officiers supérieurs à un collège de Les comités de révision/Procédés - Nominations

officiers devant être promus officiers dans le cadre de des jurys de sélection convoqués pour choisir les non-But: Ce fichier a pour but d'enregistrer les conclusions ayant été nommés pour les : PIOSR, choisis le PNSCO. une demande pour les : PFUNO, PSPRO, PFAOM, aux personnels non-officier des FC : qui ont présenté Catégorie de personnes: Cette banque s'applique euvoyès aux candidats pour l'année précédent. des jurys de sélection ainsi que les avis de décisions dossier renferme les délibérations et les conclusions de promotion au rang d'officier (PSPRO). Chaque d'officers (PNSCO) depuis 1986, programme spécial Programme de nominations spéciales au cadre d'intégration – (Officiers sortis du rang) (PIOSR), promotion d'officier qui suivants : Programme comités de sélection pour les programmes de Description: Ce tichier contient les dossiers des militaires de promotion au rang d'officier Les comités de sélection des programmes

du MDN. Catégorie de personnes: Cette banque s'applique: aux militaires des FC, aux personnel civil travaillant pour le MDN à l'extérieur du Canada, et municipaux du Canada recevant des indemnités.

Normes de conservation et de destruction: Les descriers sont conservés pendant 10 ans avant d'être détruits. But: Cette banque a pour but de suivre les détruits. But: Cette banque a pour but de suivre les demandes d'indemnité, et autorisations, d'éducation et indemnités de soins de santé connexes à l'égard et promonnes à l'extérieur du Canada. No. au Canada comme à l'extérieur du Canada. No. ApC: 69-014 Renvoi au dossier #: MDN DPE 465 au Canada comme à l'extérieur du Canada. No.

MDN PPE 861 Enregistrement (SCT): 005114 Numéro de fichier: APC: 69-014 Renvoi au dossier #: MDN DRA 450 suivant la dernière intervention administrative. No. de destruction : Les dossiers sont détruits deux ans les postes EX vacants. Normes de conservation et nécessaires pour préparer les candidats pour combler de mettre en place les initiatives de perfectionnement des informations permettant de décrire cette base et pour fournir à la direction du Ministère, le CRH SM, Défense nationale (MDN). Ce questionnaire a été conçu 1, EX-moins 2 et EX-moins 3 du ministère de la un profil démographique des communautés EX-moins des ressources humaines du sous-ministre (CRH DM) base de données a été crée pour présenter au comité aux civils actuellement au service du MDM. But : La Catégorie de personnes: Cette banque s'applique aspirations de carrère pour les dix prochaines années. secteurs d'expertise, le profil d'expérience et les le profil de carrère des dix dernières années, les professionnelles, les cours de perfectionnement suivis, les qualifications académiques, les accréditations sur le travail, des données sur les langues officielles, comprennent des données personnelles, des données questionnaires qu'ils ont remplis, ces renseignements intéressés ont fourni volontairement les données sur les unique et intégrée des ressources humaines (RH). Les Description: Cette banque est une base de données La relève du groupe de relève de la direction

L'Assurance – Régime d'assurance-revenu militaire (RARM)

Description: On y trouve toutes les demandes concernant le Régime d'assurance des officiers généraux (RAOG) pour : des militaires de la Force régulière la Réserve en service de classe C. La de base. Le fichier contient aussi : les avis de décès des militaires des FC les demandes de règlement présentées par les bénéficiaires. Catégorie de personnes : Cette banque s'applique aux militaires des FC les demandes de règlement présentées par les bénéficiaires. Catégorie de des FC sctuels ou anciens, : de la Force régulière, des FC actuels ou anciens, : de la Force régulière, des la Réserve en service de classe C. But : Le but de la Réserve en service de classe C. But : Le but

Cette information comprend: l'année scolaire et autres indemnités de soins de sante connexes à Numèro de fichier: MDN PPE 875 No. APC: 69-014 Enregistrement (SCT): 003005 été entendue, la date approximative de l'incident, etc. particulier, y compris l'unité et l'endroit où la cause a les autres informations permettant d'identifier le dossier nom du plaignant et de l'intimé, le numéro de cause et renseignements personnels (DAIPRP) en indiquant le Directeur-accès à l'information et protection des accès aux dossiers par l'entremise de la section du consentement de l'archiviste national. On peut avoir peuvent être versés aux archives ou détruits avec le après les formalites administratives après quoi ils destruction: Les dossiers sont conservés cinq ans de pesonnel. Normes de conservation et de mauvais foi, peuvent être utilisés à des fins de sélection et les plaingnants, lorsqu'il s'agit d'une plainte faite de bersonne intimée lorsque les plaintes sont fondées, échéant. Les résultats des enquêtes au sujet de la s nue plainte ou dans le cas de poursuites, le cas du Canada ou toute autre forme d'enquête relativement on nue bigiute a la commission de la fonctions publique vertu de la Loi canadienne sur les droits de la personne statistiques si le cas engendre un griet, une plainte en contenus dans ce tichier peuvent etre utilises a des tins les employés civils du MDM. Les renseignements militaires et au fichier des mesures disciplinaires pour doivent être transfèrés à la tiche de conduite des prendre une mesure disciplinaire, les renseignements a, nue eudnête, on convient qu'il est nécessaire de blaces dans le dossier personnel. Lorsque, à la suite doivent constituer un dossier distinct et ne pas être être divulgués au plaignant(e). Ces renseignements coufre une personne trouvée coupable peuvent aussi Toutes mesures disciplinaires ou administratives prises être divulgués au plaignant(e) et à la personne intimée. recommandations des enquêtes d'harcèlement peuvent fréquence de cas d'harcèlement, les résultats et les le but du MUN qui est de supprimer au complete la statistiques. Usages compatibles: Atin d'appuyer de poursuites ; pour la préparation de données a, eudnege relativement a une plainte ou dans le cas fonction publique du Canada ou toute autre forme de la personne ou une plainte à la commission de la

a charge, du numero matricule, du nom du militaire qes uow(s) et qes qate(s) qe usissauce qes bersonnes numero matricule. On identifie les dossiers au moyen: bent avoir acces aux dossiers en indiquant : le nom, le numéro matricule et le nom du personnei du MDN. On et date(s) de naissance des personnes à charge, le indemnités autorisées, le lieu d'affectation, les nom(s) bertinente à laquelle correspond l'indemnité, les en service au Canada comme à l'extérieur du Canada. Legard des personnes à charge du personnei du MDN de l'information concernant les indemnités d'éducation nue pase de données dans lesquelles on peut trouver Describtion: Cette bandue des données comprend judemnites d'instruction des personnes à charge

> Numero de fichier: MUN PPE 865 MDN BSP 385 Enregistrement (SCT): 005115 d'emploi. No. APC: 69-014 Renvoi au dossier #: sociale, la date de naissance et l'endroit et la periode il faut fournir le nom complet, le numero d'assurance intervention administrative. Pour obtenir les dossiers, ils sont conservés pendant deux ans après la dernière décès du titulaire de la pension ou de ses survivants; dne les dossiers de pension sont conservés jusqu'au conservés jusqu'à ce que la situation soit résolue tandis il y a une incidence sur les avantages sociaux sont les avantages sociaux ou la pension. Les dossiers ou le départ d'un employés s'il n'y a pas d'incidence sur Actuellement, les dossiers sont détruits cinq ans aprés (impoi). Normes de conservation et de destruction: bar l'agence canadienne des douanes et du revenu revenu, des retenues et du droit a la pension est tournie documentation à l'appui des retenues d'impôt sur le et la Loi sur les normes de prestation de pension, la L'impôt sur le revenu, la Loi sur l'assurance-emploi beusiou. Usages compatibles: En vertu de la Loi de à leurs avantages sociaux et à leurs régimes de renseignements sur les employès relatits à leur emploi, but de cette banque est de conserver en mémoire les sontien du personnel des Forces canadiennes. But : Le ceux qui sont directement au service de l'agence de bases, dans les unites et dans les escadres des PC et aux employés du fonds non public en service sur les Catégorie de personnes: Cette banque s'applique sout tenus dans des systèmes manuels et électroniques. Les reseignements, tant centralises que decentralises, plaints des employée et les lettres de recommandations. sa pension, les rapports d'évaluation de l'employe, les sur ses avantages sociaux, les reseignements sur dossier d'ajustement de rémunéation, les informations son sexe, sa situation de famille, son salaire, son

> nue bisiuse eu vertu de la Loi canadienne sur les droits information peut être utilisée si le cas engendre un griet, employés et aux autres personnes impliquées; cette relativement à la situation et aux membres aux mesantes administratives et (ou) disciplinaires prises parcelement et les résondre pour appuyer toutes les qiscibliusikes, pour donner suite aux situations de les mesures appropriées, en particulier des mesures cas de harcèlement et dans l'affirmative, à déterminer harcèlement au travail, d'établir s'il y a vraiment un dni bermettent le traitement de plaintes reliees au d'emmagasiner les renseignements nécessaires travaillent au MDN/PC. But: Ce fichier a pour but employés civils du MDN et aux autres personnes qui Cette banque s'applique: aux militaires des FC, aux aux incidents/plaintes. Catégorie de personnes: breuves connexes, les décisions prises relativement ispports d'enquête ainsi que les documents et les mises eu cause et les témoins des incidents, les parcelement, les entrevues avec les plaignants, les correspondance concernant les situations de Description: Ce fichier peut contenir la Harcèlement

MDN PPE 878 Enregistrement (SCT): 003269 Numèro de fichier: 69-014 Renvoi au dossier #: MDN REI 370 le titre du cours et genre du programme. No. APC: l'établissement de la formation, le numéro matricule, militaire, les noms et prénoms, le nom et lieu de doivent indiquer : le grade, le groupe professionnel personnes qui veulent consulter les dossiers du fichier conservés indéfiniment pour fins de statistiques. Les du personnel militaire. Les dossiers informatisés sont de la banque de données (MDN PPE 818) des carrières dossiers sur support en papier sont versés aux fichiers destruction: A la fin de la formation du militaire, les bostes à combler. Normes de conservation et de le profil professionnel correspond aux exigences des existants au tableau d'effectif par les militaires dont troisième cycle afin d'aider à la dotation des postes et aux élèves-officiers qui participent aux études de renseignements administratits concernant les officiers du Canada. But: Ce fichier sert à garder des des cours de troisième cycle au Collège militaire

de fichier: MDN PPE 822 prénoms. Enregistrement (SCT): 004440 Numèro fichier, il faut indiquer : le numéro matricule, le nom et Archives nationales. Pour consulter les dossiers de ce une durée de trois ans suite à quoi il sera transmis au CIC, l'unité d'appartenance conservera le fichier pour cadets du QCDN. Suite à la libération d'un officier du général de la Détense nationale (QGDM), au Centre de d'appartenance de l'individu ou, si employé au Quartier l'Unité régionale de soutien aux des cadets (URSC) fichiers personnels sont normalement retenus à Normes de conservation et de destruction : Ces d'un officier du Cadre des instructeurs de cadets. utilisés à des fins administratives durant la carrière fichiers ont pour but de conserver des renseignements et récompenses, habiletés linguistiques, etc. But : Ces proche parent, service militaire antérieur, décorations téléphone, dates de naissance, sexe, état civil, plus diades, noms, prénoms, adresses, numéros de ou sont includs des données tel que numéros militaire, l'emploi, et des fichiers de renseignements personnels soins dentaires et médicaux, des renseignements sur rendement, des renseignements sur les regimes de documents relatits à la solde, des appréciations de rapports de cours, des mémoires de carrière, des documents de scolarité, des feuilles de route, des l'enrôlement, des lettres de recommandation, des (CIC). Les fichier renterme de la documentation sur sur les officiers du Cadre des instructeurs de cadets Description: Ce fichier contient des renseignements officiers du Cadre des instructeurs de cadets. Fichiers de renseignements personnel pour les

Fonds non publics (FNP); dossiers des employés Description: Cette banque contient le nom, la demande d'emploi, l'unté d'emploi, le profil de carrère, la date de naissance, le numéro d'assurance sociale de l'employé,

resteront indéfiniment. Il faut fournir le nom complet et le numéro matricule pour avoir accès au dossier. No. 69-014 Renvoi au dossier #: MDN CNS 520 Enregistrement (SCT): 000183 Numéro de fichier: MDN PPE 814

Numéro de fichier: MDN PPE 843 MDN REI 370 Enregistrement (SCT): 000211 matricule. No. APC: 69-014 Renvoi au dossier #: le grade et le titre, les noms et prénoms, le numéro années. Pour consulter ces données, il faut indiquer : destruction: Les dossiers sont détruits après trois de chaque étudiant. Normes de conservation et de justifier le contenu de l'évaluation officielle des cours interarmées pour la Réserve. Cette banque sert à et au cours de commandement et d'état-major des études militaires, au cours sur la sécurité nationale commandement et d'état-major, au cours supérieur fédéraux qui assistent chaque année au cours de du personnel civil du MDM et des autres tonctionnaires en visite et des officiers des forces alliées, ainsi que rendement des officiers des FC, des officiers etrangers est de tenir un registre de dossiers temporaire sur le au Canada. But: L'objet de cette banque de données MDM, aux officiers des pays alliés et étrangers en visite s'applique : aux officiers des FC, aux employés civils du barticipant. Catégorie de personnes: Cette banque de toutes les entrevues régulières tenues avec le bersonnels sur ces militaires et leur carrière, un état beriodiques du rendement global, des renseignements pendant des séances individuelles, des évaluations attribuées, des évaluations du rendement obtenu des évaluations des travaux écrits et oraux et les notes Description: Le fichier contient : des autobiographies, des Forces canadiennes Dossiers des stagiaires du Collège

parrainés par les FC et sélectionnés pour aller suivre panque s'applique aux officiers et aux élèves-officiers unméro du dossier. Catégorie de personnes: Cette scolarité, de livres et de tournitures des cours suivis, financière (catégorie de rapport general), frais de d'effectif et de dotation. Finance code de planification initiale(s), numéro matricule, poste visé au tableau militaire et désignation, message d'affectation, nom(s), de fin du service obligatoire, grade, groupe professionnel d'autorisation d'inscription, titre du cours. Militaire date demander l'autorisation d'inscription, numèro et date lieu de l'établissement, numéro de référence pour debut et fin des cours, genre de programme, nom et date d'affectation et date de la réception de la thèse, e, il e, adit des cours militaires donnes aux Etats-Unis, spécialiste (CQS), codes numériques "FMS/WCM" l'établissement d'enseignement, code de qualification militaire royal du Canada tels que : Cours catégorie de troisième cycle suivis par les officiers au Collège qouque bersonnel ou portant sur des cours de Description: Ce fichier contient des renseignements aux etudes de troisieme cycle Dossiers sur les participants militaires

de l'armée et de l'air

Dossiers personnels - Cadets de la marine,

tichier: MDN PPE 842 370 Enregistrement (SCT): 000210 Numéro de No. APC: 69-014 Renvoi au dossier #: MDN REI fréquentée, les noms et prénoms, le numéro matricule. d'emploi militaire, le cours suivi, le grade, l'école Pour consulter ce fichier, il faut indiquer : le code pendant trois ans dans le fichier numéro APC PCE 716. Archives nationales du Canada où ils sont conservés pendant huit mois puis envoyés au bureau régional des et des recrues des FC à Saint-Jean sont gardés aspirants officiers qui fréquentent l'école de leadership conservés un an. Toutefois, les dossiers sur les des Archives nationales du Canada, où ils sont pendant un an, puis les envoient au bureau régional le reste de sa carrière. Les écoles gardent les dossiers le dossier des RAR (MDN PPE 838) du militaire pour compte rendu officiel sur le cours, que l'on garde dans renseignements qu'ils contiennent figurent dans le Les dossiers sont détruits après deux ans, car les Normes de conservation et de destruction: participants et à préparer les comptes rendus finals. des données pertinentes qui servent à conseiller les candidats et fournissent au personnel de ces écoles des FC d'avoir accès à des renseignements sur les

de révision des carrières et aux conseils médicaux (Avant le 1 et avril 1998, on se référait aux conseils Dossiers sur les examens administratifs de cas

caractère sexuel, le harcèlement, l'exploitation et consommation illégale de drogues, l'inconduite à administratifs portant sur l'abus d'alcool, la personnels sur les gens qui ont fait l'objet d'examens Description: Cette banque confient des renseignements de révision des carrières)

sont conservés au QCDN pendant au moins deux ans destruction: Les dossiers compris dans cette banque de statistiques. Normes de conservation et de recherche, la planification, l'évaluation et pour fin renseignements sont également utilisés pour la et de l'admissibilité aux prestations de retraite. Ces des demandes de réparation d'injustices, des appels utilisés par les autorités ministérielles qui se chargent canadiennes. But: Ces renseignements peuvent être Catégorie de personnes: Les membres des Forces documents, sur microfilms, ou sur fichiers automatisés. cette banque peuvent être gardés sur papier dans des numero matricule. Les renseignements compris dans prénom des personnes sont donnés ainsi que leur d'enquêtes policières dûment validés. Le nom et le documentation peut comprendre des rapports militaires procédurale au moment de l'examen administratif. La communiquée à la personne concernée suivant l'équité l'autorité approbatrice. Cette même documentation est l'incident à la décision finale rendue et soumise à au cas individuel, elle va du premier rapport de La documentation qui s'y trouve est liée directement administratifs liés aux restrictions médicales à l'emploi. contient également des données sur les examens la violence familiale ou sur la conduite raciste. Elle

puis ils sont acheminės aux Archives nationales où ils

Dossiers sur le personnel - instruction (SCT): 000207 Numero de fichier: MDN PPE 839 Renvoi au dossier #: MDN FRC 340 Enregistrement du corps ou escadron de cadets. No. APC: 69-014 le numéro matricule, le numéro, nom et emplacement donnant: la date de naissance, le nom au complet, associés sont remis. On peut y avoir accès en Le Certificat/Etat de service et tous les documents est gardée de façon indéfinie au corps/escadron. de service en entier est photocopié et la photocopie de service est signé par le commandant. Le Certificat/Etat service sont complétées ou barrées et le Certificat/Etat de cadet, toutes les cases vides du Certificat/Etat de destruction: Lorsqu'un cadet termine son service cadet-cadre. Normes de conservation et de et de la solde, lorsqu'un cadet est employé comme du numéro d'assurance sociale aux fins de l'impôt conformément à la Loi de l'impôt sur le revenu a besoin l'organisation. Le ministère du Revenu national (Impôt), utilisés pour la progression du cadet à l'intérieur de Usages compatibles: Ces dossiers personnels sont jusqu'au moment ou le cadet quitte l'organisation. Canada (OR (Cadets)), à compter de la date d'adhésion dans Ordres et Règlements royaux des Cadets du des Organisations de cadets du Canada tel que défini l'armée et de l'air qui font ou ont fait partie de l'une renseignements sur les cadets de la marine, de But: Ce fichier a pour but de conserver des cadets de la marine, de l'armée et de l'air du Canada. Catégorie de personnes : Ce fichier s'applique aux cadet - pour les Cadets de l'Aviation royale du Canada. service, et DND 1964 - Fiche de renseignements du de l'armée canadienne ; et le CF 1322 - Etats de DND 1888 - Etats de service - pour les Cadets royaux pour les Cadets de la Marine royale du Canada; le sont inscrites sur le CF1398 - Certificat de service formulaires précités sont retenus dans et les données cours de qualification, aux promotions, à la solde. Les cadets (emploi, cours, échange), aux affectations, aux l'armée et de l'air, des dossiers relatifs : aux activités de CF1364, - Rapport de cours - Cadets de la marine, de Déclaration de santé - Aspirants cadets le formulaire - contenu inclus dans le formulaire CF 1158). Echange) le formulaire CF 910 (maintenant discontinue approbation - Activité de cadets (Emploi - Cours le formulaire CF 51 - Demande de participation et Demande d'admission - Organismes de cadets, Description: On y trouve: le formulaire CF 1158,

d'état-major. Les dossiers permettent aux écoles exception taite des collèges militaires et des collèges recevant une formation individuelle aux écoles des FC, a pour objet de tenir des dossiers sur tous les militaires banque s'applique aux militaires des FC. But : Le fichier ant les militaires. Catégorie de personnes: Cette rendement aux cours, des renseignements personnels de leur comportement et de leur tenue, de leur Description: Ce fichier contient des compte rendus:

004316 Numero de fichier: MDN PPE 810 dossier #: MDN BSS 490 Enregistrement (SCT): la date de naissance. No. APC: 69-014 Renvoi au militaire en question, le numéro matricule du militaire, parenté, le nom des personnes à charge, le nom du personnes à charge, il faut indiquer : leur lien de personnes à charge Pour ce qui est des dossiers des numéro matricule, leur date de libération. Dossiers des naissance, leur grade, leurs noms et prénoms, leur FC avec les dates d'admission et de renvoi, la date de le code d'emploi militaire et (s'il y a lieu) l'hôpital des personnes qui désirent les consulter doivent indiquer : de libération du militaire. Dossiers militaires Les doivent être acheminée au MDN cinq ans après la date au bloc précédant toute demande de renseignements Loi sur les hôpitaux publics de l'Ontario. Tel qu'expliqué initiés à l'extérieur du Canada seront en accord avec la de destruction des dossiers médicaux des dépendants le dossier a été créé. Les normes de conservation et conformées à la Loi sur les hôpitaux de la province où des dossiers médicaux des dépendants seront au MDM. Les normes de conservation et de destruction renseignements personnels devra donc être acheminée ressort du MDN pour cinq ans, toute demande de numéro APC PCE 717. Les dossiers demeurent du du Canada où ils deviennent partie intégrante du fichier des documents du personnel aux Archives nationales militaire, les dossiers sont transférés au Centre national destruction : Cinq ans après la date de libération du poursuites judiciaires. Normes de conservation et de municipales selon les législations, aux fins de d'une enquête légale, aux autorités provinciales ou à des corps spéciaux d'enquêtes dans la conduite ou la mort d'une personne, aux policiers militaires et accident ou un événement qui a causé des blessures une enquête sommaire menant une enquête sur un au commandant, à une commission d'enquête ou Code de discipline militaire peuvent être divulguées: des FC et leurs personnes à charge régies par le santé des FC 8-02, les renseignements des militaires compatibles: Conformément à l'ordre du service de administratives relatives aux carrières. Usages le traitement médical et les décisions médicales ou Les dossiers servent de matériel de référence pour aux militaires des FC les personnes à leur charge. But : Catégorie de personnes : Cette banque s'applique : des données sur des examens et des tests spéciaux. des avis, des commentaires, des dossiers médicaux, des militaires des FC. Le fichier renferme également : traitement médical suivi par les personnes à la charge que le fichier contienne des renseignements sur le à des unités isolées ou semi-isolées, il est possible poste dans certaines zones désignées ou appartenant hôpitaux des FC. Pour ce qui concerne les militaires en traitements médicaux en cours y compris ceux des leurs fonctions, ainsi que des rapports sur les

à des fins d'identification médico-légale durant le service au sein des FC ou par la suite. Normes de conservation et de destruction: Pendant la carrière du militaire, ses dossiers dentaires sont retenus par le détachement dentaire responsable du traitement qu'il suit. Une an après la date de libération des FC, les dossiers sont transférés au Centre national des documents du personnel aux Archives nationales du documents du personnel aux Archives nationales du il faut indiquer: la date de naissance, leur grade, leurs numéro APC PCE 717. Pour consulter ces dossiers, il faut indiquer: la date de naissance, leur grade, leurs noms et prénoms, leur numéro matricule. No. APC: 69-014 Renvoi au dossier #: MDN DSD 510 Fores Enregistrement (SCT): 004317 Numéro de fichier:

Dossiers du Juge-avocat général/

WDN bbE 820 Enregistrement (SCT): 000220 Numéro de fichier: APC: 69-014 Renvoi au dossier #: MDN JAG 015 le nom complet et le numéro matricule du défunt. No. personnels (DAIPRP) en indiquant la date de décès, Accès à l'information et protection des renseignements accès par l'entremise de la section du Directeur banque de données APC PCE 716. On peut y avoir nationales du Canada, où ils sont placés dans la national des documents du personnel aux Archives mesures nécessaires, puis ils sont transférés au Centre ce due le Directeur des successions ait pris toutes les destruction: Les dossiers doivent être gardés jusqu'à au moment du décès. Normes de conservation et de militaire de membres des PC qui étaient en service actit les mesures prises en vue d'administrer la succession décès. But : Cette banque a pour objet de documenter «B» ou «C», qui étaient en service actif au moment du Force régulière et de la Réserve en service de classe Cette banque s'applique aux militaires décédés de la succession du militaire. Catégorie de personnes: du processus administratif à suivre pour distribuer la la cour et l'avocat représentant la succession au sujet bénéficiaires, exécuteurs, administrateurs désignés par échangée entre le Directeur des successions et les des effets personnels du défunt, correspondance le rassemblement, la protection et l'expédition autorisée Directeur des successions et les unités militaires sur correspondance échangée ultérieurement entre le font également partie de la succession du militaire, distribution de ces avoirs et des effets personnels qui la succession du militaire, renseignements sur la faisant état des avoirs en espèces qui constituent l'administration de la succession, dossiers financiers nommés par la cour et de l'avocat chargé de bénéficiaires, des exécuteurs, des administrateurs seb mon el traupibni encapondance indiquant le nom des Description: Oe fichier renferme les documents successions militaires

Dossiers medicaux

Description: Ce fichier contient les avis médicaux

sur l'aptitude des militaires des FC régulières à exercer

(SCT): 000213 Numéro de fichier: MDN PPE 845 Renvoi au dossier #: MDN REI 370 Enregistrement que le militaire fréquente ce collège. No. APC: 69-014 faut présenter des pièces d'identité valides pendant du collège. Etudiant Pour avoir accès aux dossiers il des renseignements, le numéro matricule ou le numéro de son départ est essentielle lorsque que l'on demande où celui-ci a été fréquenté, les nom et prénoms, l'année Collège militaire royal (CMR) il faut indiquer : les années sont ensuite détruits. Pour consulter les dossiers du pendant cinq ans après l'obtention du diplôme et ils destruction: Les dossiers sont conservés au collège tout moment donné. Normes de conservation et de d'escadron et environ 1000 militaires en tont l'objet à sont utilisés quotidiennement par les commandants qui fréquentent le collège militaire royal. Les dossiers réalisations militaires et scolaires des aspirants officiers Ce fichier a pour but de tenir un dossier des progrés et officiers qui fréquentent le collège militaire royal. But : bersonnes: Cette banque s'applique aux aspirants séances d'orientation qui ont eu lieu. Catégorie de

003268 Numèro de fichier: MDN PPE 877 dossier #: MDN CNS 520 Enregistrement (SCT): numero matricule. No. APC: 69-014 Henvoi au dossiers du fichier doivent indiquer : grade, nom, detruits. Les personnes qui desirent consulter les obligatoire ou le grade de lieutenant-colonel, puis sont jusqu'à ce que l'individu ait atteint l'âge de retraite destruction: Les dossiers sont conservés par le MDM on de surveillant. Normes de conservation et de les qualités requises pour travailler à titre d'instructeur professionnel ainsi qu'à la sélection des militaires ayant O Sel P pour fins de formation et de développement Réserve, But: Ce fichier aide à la sélection des bersonnel de la Force régulière et de la Force de paudne s'applique aux officiers de sélection du biographiques. Catégorie de personnes: Cette de formation sur le tas. Des renseignements de formation de spécialiste militaire et non militaire, spécial, de fin de cours, de fin d'études supérieures, d'avancement, des rapports : concernant l'emploi lettres d'appreciation et messages d'affectation et Description: Ce fichier contient: des diplômes, des qn bersonnel (O Sel P) Dossiers de formation des officiers de sélection

Description: Ce fichier contient des évaluations de l'aptitude, pour ce qui a trait à l'état de leurs dents, des militaires du cadre actif des FC régulières à exercer leurs fonctions ainsi que des renseignements sur les soins dentaires qu'ils reçoivent. On y trouve: des commentaires, des avis, des informations sur des examens et des tests médicaux et dentaires spéciaux, des dossiers médicaux et dentaires. Catégorie de des dossiers médicaux et dentaires péciaux, des formes: Cette banque s'applique aux militaires des FC. But: Les dossiers dentaires servent, de façon continue: pour la planification et la présentation des soins dentaires aux militaires durant toute leur carrière, soins dentaires aux militaires durant toute leur carrière,

000203 Numéro de fichier: MDN PPE 835 dossier #: MDN RMS 086 Enregistrement (SCT): (non obligatoire). No. APC: 69-014 Renvoi au commis, les noms et prénoms, le numéro matricule en indiquant : l'endroit et la date, le délit ou l'offense protection des renseignements personnels (DAIPRP) l'entremise du Directeurs- accès à l'information et valeur historique au MDN. On peut y avoir accès par des archives de valeurs, ou s'ils sont jugés être d'une retenus pour une période indéterminée : si jugés être après 5 années civiles. Certains dossiers peuvent être tenus au QGDN sont transférés aux Archives nationales administrative ou juridique, tandis que les dossiers QGDN sont détruits 2 ans après la dernière utilisation dossiers de cette banque tenus à l'extérieur du Normes de conservation et de destruction : Les prévention ou la répression du crime en général. on d'application de la loi, et pour la détection, la au Canada et à l'étranger, pour fins d'administration les agences d'investigation et les torces de l'ordre, compatibles: L'information peut être partagée avec crime, de service contenu, des statistiques. Usages des poursuites civiles et criminelles, de répression du mesures disciplinaires, des pensions, de planification, par des actes criminels ainsi que pour la recherche, de d'évaluation, d'indemnisation des blessures occasionnées a, enquête de sécurité et de crédibilité, des enquêtes, traitement médical, d'affectations, des appels, d'administration du personnel, d'admissibilité au utilisés par les autorités ministérielles aux fins : Défence nationale. But : Ces renseignements sont dans des situations criminelles sur les terriores de la civils du MDM, membres du public qui sont impliqués banque s'applique aux : militaires des FC, employés support informatique. Catégorie de personnes: Cette conservée sur des : documents de papier, microfiches, L'information contenue dans le fichier peut être l'offense, le rapport dans lequel elles sont mentionnées. numéro du dossier correspondant au délit commis ou à est identifié comme suite : date de l'événement, le et initiales. Le fichier dans lequel ils sont mentionnés la date de naissance, leur numéro matricule, leurs noms rapport à ces fins. Les personnes sont identifiées par : sur l'investigation, toute autre correspondance ayant registres, des télégrammes contenant de l'information d'investigations et des rapports d'incidents, des photographies, des pièces à conviction, des rapports ou militaires de la cour, des listes de preuves, des d'index, des déclarations écrites, des documents civils des enquêtes autorisées. Il comprend : des cartes sécurité. Le fichier conserve également les résultats

Dosaler personnel de l'escadron – Aspirants officiers
Description: Le dossier personnel de l'escadron contient: des comptes rendus sur la formation scolaire et militaire reçue, des notes des orienteurs, des précisions sur les décisions sur les disciplinaires prises, des renseignements sur les disciplinaires prises, des renseignements sur les réalisations du militaire, les récompenses reçues, les réalisations du militaire, les récompenses reçues, les

consulter ces dossiers, il faut indiquer : les noms et prénoms, le numéro matricule. No. APC : 69-014 Penvoi au dossier # : MDN BDF 765 Enregistrement (SCT) : 000223 Numéro de fichier : MDN PPE 859

WDN bbE 839 Enregistrement (SCT): 000204 Numéro de fichier: APC: 69-014 Renvoi au dossier #: MDN CNS 520 les noms et prénoms, le numéro matricule, l'unité. No. désirent consulter le fichier doivent indiquer : le grade, fichier numéro APC PCE (16. Les personnes qui trois ans. Les dossiers deviennent partie intégrante du réserve des FC nombre d'années après la liberation la libération cinq ans, pour les militaires de la Force de de la Force régulière des FC nombre d'années après aux Archives nationales du Canada: pour les militaires sont transférés au Centre des documents du personnel (banque d'information MDN PPE 818) Les dossiers «Dossier d'information personnel du membre des FC» est libéré, ce dossier est intégré électriquement au destruction: Lorsqu'un membre de la force reguliere fichier à chaque unité. Normes de conservation et de produits à partir de l'information contenue dans ce d'une élection générale. Les états nominatifs sont élections après l'émission des brefs ordonnant la tenue listes doivent être envoyées au Directeur général des déclarations de résidence ordinaire, Selon la Loi, les d'assurance sociale) sont établies à partir des eurs électeurs à charge (y compris leurs numéros du Canada, les listes des electeurs des FC et de l'effectif aux unités. Conformément à la Loi électorale pour établir les états nominatifs du personnel de compatibles : L'information de ce fichier est utilisée date d'engagement jusqu'à la libération. Usages militaires du personnel de l'effectif à compter de la q, accompagnement des dossiers sur tous les Force de réserve. But : Le fichier contient le double s'applique aux militaires : de la Force régulière, de la sont éliminés. Catégorie de personnes: Cette banque durée de la carrière du militaire. Les autres dossiers gestion du personnel sont gardés pendant toute la n'ayant pas été remplacés et qui sont utilisés pour la renseignements généraux sur l'emploi. Les dossiers rendement de la Force de réserve, rapports de cours, (provisoires et definitits), rapports d'appréciation du fiches de conduite, jugements en matière de divorce eunejobbes a evaluation de conditionnement physique, l'enrôlement, dossier des emplois à l'unité (DEU), trait aux versements obligatoires, documents sur déclarations de résidence ordinaire, documents ayant séparation, certificats de naissance et de mariage, Description: Ce fichier contient des: actes de Dossiers du personnel militaire des unités

Dossier des procès-verbaux d'enquêtes de la police militaire

Description: Ce fichier contient de l'information personnelle sur des individus qui ont été investigués par la police militaire dans un incident comprenant : une offense criminelle, des renseignements criminels ou de offense criminelle, des renseignements criminels ou de

MDN PPE 801 Enregistrement (SCT): 000170 Numéro de fichier: ou sur un théâtre d'opérations. No. APC: 69-014 employé est déployé pour une opération des FC ordonne que des empreintes soient prises; lorsqu'un nu usane élevé et que le commandant en poste lorsqu'un employé travaille dans un lieu présentant prises que dans deux types de circonstances: empreintes du personnel civil ne sont habituellement leur numéro matricule (MM) / civil (CID). Note 1 : Les leurs empreintes digitales à l'encre noire, leur nom, dossiers doivent fournir comme preuve de leur identité: au Canada. Les personnes qui désirent consulter ces détruits après l'expiration de la période d'affectation date du décès. Du personnel servant au Canada sont individus décédés sont détruits deux ans après la ans suivant la libération, puis ils sont détruits. Sur les civils du MDM conservés par le MDM pendant cinq dossiers sont des militaires des FC et des employés Normes de conservation et de destruction : Les relatives de sécurité et de fiabilité de ses employés. également être utilisées par le MDM pour les enquêtes res empreintes digitales dans ce tichier peuvent en temps de guerre ou de paix. Usages compatibles: victime de blessures sérieuses, d'amnésie ou de mort d'identification du personnel qui aurait pût avoir été

intégrante du fichier numéro APC PCE 719. Pour Archives nationales du Canada où ils deviennent partie envoyés au Centre des documents du personnel aux et pensions, jusqu'à la libération du militaire puis ils sont dardés par le Directeur traitement des comptes soldes conservation et de destruction : Les dossiers sont d'impôt sur le revenu des particuliers. Normes de (Impôt) pour le fichier RCI PPU 005, Déclaration pension ainsi qu'au ministère du Revenue national des pensionnés) aux fins d'émission des chèques de Canada (ASC PPE 701, Base de données du système des travaux publics et services gouvernementaux numèro d'assurance sociale, sont fournis au ministère à l'appui de l'admissibilité à la pension, y compris le vertu de la Loi de l'impôt sur le revenu, les documents retraite par limite d'âge. Usages compatibles: En matière de personnel, relatives aux pensions et à la et d'évaluation des politiques gouvernementales en de recherches statistiques, de planification, d'exécution (Force régulière) au moment de leur libération, des fins prestations de retraite revenant aux militaires des PC survivants. But: Oe fichier sert à : déterminer les Ce fichier s'applique aux militaires des FC, ainsi qu'aux paiements aux survivants. Catégorie de personnes: trait au décès des anciens membres des FC et sur les paiements, sur le partage de pension en ce qui a touchant les pensions, de l'information sur les renseignements et des pièces de correspondance de pensions, des preuves de service antérieur, des bersonnes à leur charge, des formules de demande concernant l'état civil de militaires des FC et des Description: Ce fichier contient: des données Dossier des pensions

nom, le numéro de la SED, le numéro matricule (NM) / publique, les difformités, les empreintes digitales, le FC, la Gendarmerie royale du Canada ou la Fonction ainsi que les dates de tout emploi antérieur dans les l'enrôlement, où ont été prises les empreintes digitales cheveux et des yeux, la date et lieu : de naissance, de suivants: les amputations, les cicatrices, la couleur des Description: Ce fichier contient les renseignements la Défense nationale Dossier des empreintes digitales à fichier: MDN PPE 858 765 Enregistrement (SCT): 003788 Numéro de No. APC: 69-014 Renvoi au dossier #: MDN BDF indiquer : le nom et prénoms, et le numéro matricule. Pour consulter les dossiers de ce fichier, il faut disques/rubans et sont accessible par ordinateur. 54 ans. Depuis 1976, ils sont conservés sur des sur microfilms à intervalles réguliers et détruits après données du fichier central de la solde était enregistrées Normes de conservation et de destruction: Les ministère de la Justice, autres ministères fédéraux) du MDN (par exemple agences de recouvrement, ministère du Revenu national (impôt), agents désignés Travaux publics et services gouvernementaux Canada, d'assurance sociale), sont fournis à : ministère des de la solde et des retenues (y compris le numéro de pensions du Canada, les documents à l'appui revenu, de la Loi sur l'assurance-emploi et du Régime compatibles: En vertu de la Loi de l'impôt sur le relaties à la solde et aux indemnités. Usages politiques gouvernementales en matière de personnel, recherches statistiques, évaluer, planifier et exécuter les l'intermédiaire d'agences, rassembler l'information pour la récupération des dettes dues à la Couronne par FC (force régulière et force de réserve), assister dan les dossiers de solde individuels des militaires des Réserve). But : Ce fichier a pour but de : enregistrer s'applique aux militaires des FC (Force régulière et de la réserve. Catégorie de personnes : Ce fichier actuels et anciens, incluant les records de participation la solde et les indemnités touchées par les militaires et cotisations au régime de pension et données sur qu'impôt sur le revenu, primes d'assurance médicale des rentes et à l'assurance-emploi, déductions telles trait aux versements obligatoires, cotisations au Régime délégations de solde à des tiers, documentation ayant contient: paiements figurant sur feuilles d'émargement, la solde et les déductions applicables. Ce fichier Revisé de la Réserve(SSRR) de calculer et d'enregistrer de calcul de la solde (SOCS) et le Système de Solde Description: Ce fichier permet au Système central Dossier des articles de la solde

fichier sert purement à tournir un moyen intaillible forces allièes en service au Canada. But: Ce de la Défense nationale (Note 1) et personnel des Membres des Forces canadiennes : employés civils tatouages, le teint. Catégorie de personnes: la signature, les taches de naissance, la taille, les civil CID, l'occupation ou métier, le poids, le sexe,

Numéro de fichier: MDN PPE 818 MDN CNS 520 Enregistrement (SCT): 004249 de naissance. No. APC 60-014 Renvoi au dossier #: taut indiquer : le numéro matricule, le nom, et la date numéro APC PPE 718. Pour consulter ce dossier, if Canada où ils deviennent partie intégrante du fichier documents du personnel aux Archives nationales du des FC, puis transférés au Centre national des années à compter de la date de libération du militaire destruction: Les dossiers sont gardés pendant cinq régulière des FC. Normes de conservation et de personnel ou d'administration du personnel de la Force l'usage des personnes qui s'occupent de gestion du enrôlement jusqu'à leur libération. Il est destiné à relatifs à la carrière des militaires à compter de leur objet d'enregistrer des renseignements importants militaires des FC. But: Ce dossier électronique a pour Catégorie de personnes: Ce fichier s'applique aux recommandations du Comité de révision des carrières. statut suppleant ou provisoire au re-enrolement et les les ratifications, des documents reliès au retrait du promotions et les recommandations de promotion, de recrutement, des documents concernant les on a, nue charge comme instructeur ou agent bersonnel choisi en vue d'une affectation outre-mer d'insignes du régiment, des dossiers de contrôle du d'attache, des documents relatifs aux changements changement de programmes, la division du port délégations de pouvoirs, des demandes de d'uniforme, des décisions, des déclarations, des service antérieur, l'affiliation régimentaire, le choix réengagement (et plans de déroulement de carrière), rapports de mise en garde et de surveillance, du personnel ainsi que du travailleur social de région, des heures de vol, rapports de l'officier de sélection fait de congés à l'âge de la retraite obligatoire, relevés d'affectation et de service provisoire, préférences en l'affectation aux cours, lettres de référence, messages instructions concernant la libération, instructions sur demandes d'affectation pour convenances personnelles, de consentement à servir, état de service actuel, des carrières, formulaires d'enrôlement, formules les fiches de décisions du Conseil médical de révision médicaux comme les formules de mise en rapport et (Programme de fiabilité du personnel), documents l'attestation d'habilité de sécurité, de fiabilité en considération spéciales, documents concernant décisions des cours martiales, demandes de prises affectation (OAFC 20-50 annexe A), curriculum vitae, été accordé), contrôle du personnel en vue d'une infractions aux lois civiles (sauf lorsqu'un pardon a changement de spécialité, condamnations pour projetée, certificats d'études ou relevés de notes, enfants à charge, avancement, avis de libération l'enrôlement, le sexe et l'année de naissance des ou l'affirmation solennelle prononcée au moment de de nom, des protocoles d'entente, le serment prêté préférée de ces derniers, des preuves de changement l'état s de service (réserve), la langue d'instruction

des membres des FC Dossier d'information personnel (SCI): 004010 Numero de fichier: MUN PPE 834 d'assurance social. No. APC: 69-014 Enregistrement nationale avant 1990 doit aussi fournir son numéro Cependant, la personne qui a quitté la Détense naissance de l'individu, les initiales, le nom de tamille. personnels (DAIPAP) en indiquant : la date de accès à l'information et protection des renseignements avoir accès aux dossiers par l'entremise du Directeursbersonnes sous garde ou sous surveillance. On peut dangereux, qui sont responsables du bien-être de des sommes d'argent, des drogues et du matériel piens du gouvernement, des renseignements délicats, et la discrétion de personnes qui : ont accès à : des relative à la fiabilité vise à évaluer l'honnêteté, la loyauté une pérode minimum de deux ans. La vérification dni n'ont pas été employés sont conservés pendant pour le personnel en rapport seulement à la fibilité et au dossier de vérification, fous les registres de fiabilité compter de la date de la dernière action administrative couservés pour une période de minimum de dix ans à qestruction: lout les registrés du personnel sont des fins d'emploi. Normes de conservation et de des bureaux de sécurité des différents ministères à transférés à d'autres agences/ministères à la demande de sécurité du personnel peuvent être demandé ou d'enquêtes licites. Des renseignements sur le contrôle MDM. Ils peuvent également être utilisés au cours des menaces envers la sécurité du Canada ou du situations qui, pour des motifs raisonnables, constituent Les données peuvent être utilisées dans le cadre de dans la banque du SCRS. Usages compatibles: banque et non aux informations d'enquête contenues référer qu'aux informations contenues dans cette l'autorité de sécurité, les institutions ne peuvent se Lors de la prise de décisions au sujet du niveau de l'accès à des renseignements et des biens protègés. l'engagement au sein du CF/MDM ou nécessitant à des procédures de tirage sécuritaire relatives à sur les personnes qui sont ou qui ont été soumises Ce fichier renterme des renseignements personnels surveillance, des renseignements de nature délicate. dangereux dont elle assurerait la garde et la puisse avoir accès à : des biens de valeur, du matériel préalablement à l'engagement, afin que cette personne documents, à évaluer l'honnêteté d'une personne, autorisation de sécurité ministérielle ainsi que des des documents classifiés en vue de l'octroi d'une a, nue bersonne qui a eu ou doit avoir acces a à évaluer la loyauté envers le Canada, et l'honnêteté objet de conserver des documents d'enquête servant : d'habilitation relative à la fiabilité. But : Ce fichier a pour

des membres des FC description: Ce fichier contient des documents Description: Ce fichier contient des documents obtenus lors de l'enrôlement et/ou lors de la correspondance ou documents ayant trait à la carrière des militaires comme: la date et la province de des militaires comme: la date et la province de naissance, l'état civil au moment de l'enrôlement,

dossiers en donnant : les dates d'incarcération, le lieu, le nom, le numéro d'identification de détention, le numéro matricule. No. APC : 69-014 Enregistrement (SCT) : 001765 Numéro de fichier : MDN PPE 863

MDN PPE 823 Enregistrement (SCT): 000192 Numèro de fichier: au dossier #: MDN DDC 420, MDN DDC 445 les noms et prénoms. No. APC : 69-014 Renvoi eu dnestion, le grade et le code d'emploi militaire, indiquer : la date de naissance, la date et événement personnes qui désirent consulter ces dossiers doivent partie intégrante du fichier numéro APC PCE 716. Les aux Archives nationales du Canada où ils deviennent gardés pendant cinq années civiles, puis transférés couselvation et de destruction : Les dossiers sont cérémonies de la Détense nationale. Normes de des FC, d'un certain nombre d'activités liees aux distinctions et récompenses décernées aux militaires pour but d'établir et de tenir un dossier : des des FC, employés civils du MDM. But : Ce fichier a personnes: Cette banque s'applique aux : militaires général, des navires, la royauté. Catégorie de citoyennetés d'honneur, des édifices, le gouverneur les cérémonies commémoratives de l'unité, les militaires concernant: des activités connexes comme militaires, a un certain nombre de ceremonies bersonnel ayant reçu des distinctions et récompenses Description: Ce tichier contient: une liste du Distinctions et récompenses militaires

Dossier d'enquête sur la sécurité et

celles taisant l'objet de l'evaluation de securite ou renseignements sur des personnes autres que relative à la fiabilité, le fichier peut contenir des Conformément au processus de tirage et d'habilitation des FC, aux employés du MDM (anciens et actueis). bersonnes: Cette banque s'applique: aux militaires aux exigences de vérification sécuritaire. Catégorie de dni a accès à des renseignements protègés répond gans ce fichier servent à déterminer si une personne sa famille immediate. Les renseignements contenus des renseignements personnels traitant du sujet et de occupations des associés et de ses contacts sociaux, remarque, dans la mesure du possible, les noms et noms des personnes citees à titre de reference et leur employeurs précédents et leurrs observations, les dossiers confiennent : les noms et observations de ses le SCHS sont conserves dans la banque du SCHS. Ces des FU/MUM. Les details sur les enquetes tenues par relatifs a la fiabilite s'appliquent a l'engagement du sein correspondance connexe. Les dossiers de vérification personnels, des vérifications de solvabilité de la des autorisations de sécurité, des renseignements des documents génèrés par le Comité de révision renseignements de sécurité, des casiers judiciaires, du Comite de surveillance des activites de sécurité des rapports d'enquête, les appels logés Description: Ce tichier contient: des analyses de verification relative a la fiabilité

sont détruites après deux ans à compter de la date de la dernière pièce de correspondance concernant ces demandes. On peut y avoir accès par l'entremise du Directeurs- accès à l'information et protection des renseignements personnels (DAIPRP) en indiquant : la classification ou code d'emploi militaire (s'il y a lieu), le grade, ses noms et prénoms. No. APC : 69-014 le grade, ses noms et prénoms. No. APC : 69-014 Genvoi au dossier # : MDN ACP 610 Enregistrement (SCT) : 000218 Numéro de fichier : MDN PPE 854

(SCT): 000178 Numèro de fichier: MDN PPE 809 Renvoi au dossier #: MUN DRA 450 Enregistrement militaire, le numéro matricule. No. APC: 69-014 les noms et prénoms, le grade et le code d'emploi naissance, le lien de parenté avec le militaire. le militaire sur : les personnes à charge le nom, la date de à charge, il faut indiquer les renseignements suivants années civiles. Pour repérer les dossiers des personnes destruction: Les dossiers sont détruits après deux d'hospitalisation. Normes de conservation et de du remboursement des frais médicaux et des frais des FC en poste à l'extérieur du Canada aux fins personnes à charge supplémentaire des militaires militaires, But: Ce fichier constitue un dossier sur les des FC, les personnes à charge supplémentaire des personnes: Cette banque s'applique: aux militaires laquelle la demande a été présentée. Catégorie de sur les caractéristiques de la personne à l'égard de Description: Ce fichier contient des renseignements à l'extérieur du Canada de frais médicaux ou de frais d'hospitalisation de rémunération et demandes de remboursement supplémentaire, demandes d'un complément Désignation des personnes à charge

dernière utilisation administrative. On peut obtenir les renterme ce tichier sont détruits deux ans après leur conservation et de destruction : Les documents que remise de peine obtenus par un détenu. Normes de de jours et à faciliter le calcul du nombre de jours de processus de prise de décision relatif à ce nombre à l'administration de l'incarcération d'un détenu, le assurer le respect des politiques et modalites relatives inscrire toute mesure disciplinaire prise à son égard, à et juridiques relatifs à l'incarcération d'une personne, à Ce fichier sert : à contrôler les documents administratifs prisons et des casernes de détention militaires. But : bersonnes qui sont ou ont êté incarcérées dans des qe bersonnes: Cette bandue s'applique aux personnels, la remise de peine, la libération. Catégorie aur : l'admission, la discipline, l'entretien des effets Parmi ces dossiers on retrouve ceux qui portent L'incarcération d'une personne purgeant une peine. à des fins administratives et de contrôle pendant bersonnel de garde se sert de ces dossiers remplis prisons et casernes de détention militaires. Le aux personnes qui ont été incarcérées dans des Description: Ce fichier renferme les dossiers relatifs des casernes de détention Désignation des prisons militaires et

> **WDN PPE 899** Enregistrement (SCT): 004049 Numéro de fichier: APC: 69-014 Renvoi au dossier #: MDN CNS 530 le GPM, le NM et la date de réunion du comité. No fournissant le nom, les initiales et le grade, ainsi que période. On peut avoir accès à ces dossiers en promotionnelles, et seront détruits au terme de cette ou sur support électronique à des fins statistiques et conservés pendant dix ans sur microfiche, sur papier et les résultats du comité supplémentaire sont candidats, les compte rendus du conseil du personnel des documents» A-AD-D11-001/AG-001, les listes de fichier d'autorité «Plan de conservation et d'élimination ub (noitoelèZ – O7 seb sétimoO – lennosye PC – Sélection) du et de destruction : Conformément aux dispositions de de service et à une promotion. Normes de conservation admissibilité à l'emploi, à la conversion des conditions des candidats pour la formation et à déterminer leur supplémentaires convoqués servent à sélectionner bar les comités de sélection et les comités de sélection conditions de service offertes. Les données fournies de candidats particuliers à une promotion et aux ont pour leur part le mandat de vérifier l'admissibilité de service. Les comités de sélection supplémentaires candidats admissibles à une conversion de conditions liste de candidats à une promotion et une liste de comités de sélection se réunissent pour dresser une délibérations du comité de sélection convoqué. Les du conseil du personnel, lesquels proviennent des les renseignements fournis dans le compte rendu données est d'enregistrer la liste des candidats et de la Régulière). But : L'objet de cette banque de données s'applique aux militaires des FC (personnel service. Catégorie de personnes: Cette banque de et d'admissibilité à une conversion des conditions de

destruction: Les données contenues dans le fichier du crime en général. Normes de conservation et de la loi, et pour la détection, la prévention ou la répression l'étranger, pour fins d'administration ou d'application de d'investigation et les forces de l'ordre, au Canada et à L'information peut être partagée avec les agences renseignements personnels. Usages compatibles: vertu de l'alinéa 8(2)(e) de la Loi sur la protection des au Commissaire à la protection de la vie privée en qe renseignements reçues chaque année et présentées assistiques du rend compte du nombre de demandes But: Ce fichier a pour but de tenir un dossier de aux militaires des FC, aux employés civils du MDN. Catégorie de personnes : Cette banque s'applique : que des renseignements concernant leur traitement. contient également les réponses à ces demandes ainsi la protection des renseignements personnels. Le fichier personnels conformément à l'alinéa 8(2)(e) de la Loi sur règlements sur la protection des renseignements organismes d'enquête énumérés à l'annexe II des de renseignements présentées au MDN par les Description: Oe fichier contient toutes les demandes organismes d'enquête et réponses à ces demandes Demandes de renseignements adressées par des

WDN PPE 832 Enregistrement (SCT): 000201 Numéro de fichier: nom, le numèro de matricule. No. APC: 69-014 duestion, le genre et l'année de l'incident, le grade, le indiquant : le code d'emploi militaire de la personne en protection des renseignements personnels (DAIPRP) en par l'entremise du Directeurs- accès à l'information et classés par incidents et endroits. On peut y avoir accès APC PCE 716 ou APC PCE 717. Les dossiers sont dossiers deviennent partie intégrante du fichier numéro personnel aux Archives nationales du Canada, et les puis envoyé au Centre national des documents du ce due les formalités administratives soient terminées, ant un décés alors le dossier est gardé décés jusqu'à Canada, ou si le dossier contient une enquête portant des documents du personnel, Archives nationales du

Oomité de sélection et résultats du comité de sélection supplémentaire

s'expriment en termes de possibilités de promotion q, appréciation du personnel. Les conclusions réduction de la liste de promotions et dans le rapport les erreurs qui se sont glissées dans le rapport sur la promotion ou a la revision des conditions de service et promotions le cas échéant, la non-admissibilité à une concernant le rapport sur la reduction de la liste de ce tichier confiennent des renseignements personnels matricules, les noms et les initiales. Les annexes de du compte rendu du conseil du personnel, les numéros rédaction et de signature, par les membres convoqués, signature de l'autorité approbatrice, la date de président et les membres de ce comité, comme la d'un comité de sélection des renseignements sur le supplémentaire. Par ailleurs, on trouve dans le rapport les militaires admissibles à une révision par le comité comité de sélection initial, et des renseignements sur la reproduction de critères de notation établis par le de la notation entre des candidats choisis au hasard, donnent de l'information telle que la comparaison rapports du comité de sélection supplémentaire le profil de seconde langue officielle et le CIU. Les le numèro matricule, le nom et les initiales, le GPM, rang sur la liste des candidats à la promotion, le grade, s la liste des candidats à une promotion, elle indique le note/mention de conditions de service, le GPM; quant matricule, le nom et les initiales, le CIU, l'USTD, la candidats (conditions de services) contient le numéro renseignements sur chaque candidat : la liste des couversion de conditions de service contient des candidats admissibles à une promotion et à une la conversion de conditions de service. La liste des critères de notation en vue d'une promotion et de conclusions et de recommandations, ainsi que des renterment des renseignements sous la torme de supplémentaire. Les rapports du comité de sélection service et les résultats du comité de sélection promotion et à une conversion des conditions de sélection, la liste des candidats admissibles à une de renseignements, soit : les rapports du comité de Description: Ce fichier donne accès à trois sources

MDN CNS 620 Enregistrement (SCT): 002273 particulier. No. APC: 69-014 Renvoi au dossier #: prénoms, le numéro matricule, programme en le code d'emploi militaire, le grade, les noms et indiquer : l'année où elles ont présenté leur demande, bersonnes qui désirent consulter ces dossiers doivent aux fins d'etudes statistiques, puis sont détruits. Les dossiers sont conservés pendant trois années civiles Normes de conservation et de destruction: Les portés candidats pour chaque programme d'études. du comité annuel de sélection des officiers s'étant But: Ce fichier a pour but d'enregistrer les décisions une demande pour les programmes d'études énumérés. banque s'applique aux officiers des FC qui ont présenté une demande. Categorie de personnes: Cette des renseignements sur les officiers qui ont présenté la liste des officiers non choisis). Il renterme uniquement officiers choisis pour suivre des études supérieures et Programme d'études supérieures identifie la liste des retus aux candidats, les listes des officiers choisis, (le a, stiectation subséquentes, les lettres de l'offre ou du critères de sélection, les délibérations, les instructions Chaque dossier peut contenir : les conclusions, les programme pour l'obtention d'un premier baccalaureat. supérieures, tormation universitaire (officiers), et études en droit et études pharmaceutiques, études

du militaire après quoi il est transféré au centre national blessures alors le dossier est gardé jusqu'à la libération Si le dossier contient une enquête portant sur des normalement conservés pendant trois années civiles. conservation et de destruction : Ces dossiers sont de la succession du membre décéde. Normes de aux membres designes de la famille responsibles du décès d'un membre des PC peuvent être remis pensions. Les résultats des enquêtes tenues lors prestations d'invalidité en vertu de la Loi sur les des membres et pour présenter des demandes de aur pied pour analyser les blessures ou les décès sommaires ou aux commissions d'enquête mises compatibles: On peut avoir accès aux enquêtes responsabilités des personnes concernee. Usages mesures correctives qui s'imposent, et les P.C. Il permet de définir le motif des enquêtes, les toute question concernant un membre quelconque des formation, tout autre unité ou élément de ces dernières, fonctions des FC, tout commandement, base, la conduite, la discipline, l'administration, toutes les avoir pour but d'étudier toute question ayant trait à : règlements et ordonnances. Ces enquêtes peuvent statuees par des autorites designees selon les constitue un dossier sur les enquêtes ouvertes ou s'applique aux militaires des FC. But: Ce fichier des enquêtes. Catégorie de personnes: Ce fichier fournies, et un compte rendu des délimitations du sujet commissions d'enquête ou par l'enquêteur, les preuves presentees, et les recommandations faites par des Description: Ce fichier contient: les conclusions

Commissions d'enquête/enquêtes sommaires

Numéro de fichier: MDN PPE 848

Normes de conservation et de destruction: Les renseignements sur l'accès aux installations du MDN et la sortie de celles-ci ne sont recueillis que pour des raisons de súreté sont gardes pendant deux ans à détruits. Les données sur les personnes décédées, sont détruites deux ans après la date du décès. Toutes les autres données sont gardées pendant cinq sons après la libération ou le départ de l'individu du ans après la libération ou le départ de l'individu du (SCT); 003681 Numéro de fichier: MDN PPE 896

001966 Numéro de fichier: MDN PPE 864 dossier #: MDN CNS 520 Enregistrement (SCT): numéro de matricule. No. APC: 85-001 Renvoi au en indiquant : le grade, les noms et prénoms, le protection des renseignements personnels (DAIPRP) l'entremise du Directeurs-accès à l'information et les documents sont détruits. On peut y avoir accès par pendant la durée d'emploi, plus deux ans, après quoi destruction: Le MDM conserve ces documents un officier supéieur. Normes de conservation et de employé du MDN quant a la manière de traiter avec influe sur la capacité d'un membre des FC ou d'un ou disiplinaires si des conflits d'intérèts. Nota : Cela décision prises au suject des mesures administratives mesure d'observation d'aprèsmandat; et appuyer les réels, potentiels ou apparents et leur règlement, et tout la série DOAD 7021; enregistrer les conflits d'intérèts d'observation concernant l'après-mandat ; appliquer relatives à l'après-mantat) respecte les mesures que définis dans la DOAD 7021-2, Lignes de contuite un officier supérieur ou ancien officier supérieur (tels d'observation concernant les conflits d'intérêts et si déterminer si un membre des PC respecte les mesures du fichier servent à : permettre aux agents désignés de eu bériode de service continu. But : Les renseignements Force régulière et aux militaires de la Force de réserve personnes: Ce fichier s'applique aux militaires de la concrètes ou éventuelles d"emploi. Catégorie de et de la correspondance concernant des offres fonctions et responsabilités officielles ; et des rapports intéréts privés ou les biens d'un militaire et ses des conflits reéls, potentiels ou apparents entre les analyses et des pièce de correspondance concernant Lignes de conduite relatives au conflits d'intérêts ; des extérieures selon les dispositions de la DAOD 7021. biens, les exigibilités ou la participation à des activités d'attestation; des rapports confidentiels indiquant les Description: Ce fichier comprend: des documents et l'après-mandat - Militaire Code régissant les conflits d'intérêts

Comité de sélection des officiers – Programmes de perfectionnement universitaire et de formation de spécialistes

Description: Ce fichier contient les dossiers sur les comités annuels de sélection pour les programmes

d'études suivants : programme militaire d'études en

medecine, etudes d'aumônier, études dentaires,

civils du MDN et leurs personnes à charge servants à l'extérieur du Canada, aux personnes à charge des militaires des FC servants à l'extérieur du Canada. But:

Ce fichier a pour objet de documenter la prestation de services de consultation personnels par des avocats militaires des FC pour les individus identifiés dan le bloc application. Normes de conservation et de ansilitaires des FC pour les individus identifiés après deux destruction : Les dossiers sont détruits après deux ans. On peut y avoir accès par l'entremise du Directeurs – accès à l'information et protection des le lieu de l'entrevue, les noms et prénoms, le numéro le lieu de l'entrevue, les noms et prénoms, le numéro de fichier: MDN PPE 857

Aumônerie militaire
Description: Ce fichier contient les dossiers
des aumôniers des FC ainsi que des pièces de
correspondance sur des sujets qui les concernent
ou les intéressent. Catégorie de personnes: Cette
banque s'applique aux aumôniers des FC. But: Cette
banque s'applique aux aumôniers des FC. But: Cette
banque s'applique aux documents qui servent de guide
banque s'applique aux documents qui servent de guide
travail. Normes de conservation et de destruction:
Les dossiers sont détruits après trois ans. Pour y avoir
accès, il faut indiquer: le grade les noms et prénoms,
le numéro matricule, la religion. No. APC: 69-014
Renvoi au dossier #: MDN AGP 470, MDN AGC 485
le numéro matricule, la religion. No. APC: 69-014
Renvoi au dossier #: MDN AGP 470, MDN AGC 485
Foregistrement (SCT): 000176 Numéro de fichier:

d'analyse statistiques ou d'enquête sur un incident. utilisés pour la préparation de rapports à des fins contrôle d'accès. Les renseignements peuvent être compatibles: Emission des cartes d'identité et de securité des employés et des biens du MDN. Usages contrôler l'accès à certaines installations et garantir la de sécurité, ces renseignements sont utilisés pour de contrôle d'accès. Pour des raisons de sûreté et à l'émission et à l'annulation d'une carte d'identité et tichier a pour but de garder les renseignements relatifs personnes à charges, en poste au Canada. But : Ce du MDN et le personnel des forces alliées et leur personnes: Les militaires des FC, les employés civils partir du NM/CIDP et du nom complete. Catégorie de données automatique. Les dossiers sont accessibles à ces renseignements sont conservés dans une base de formulaires d'identification, et pièces de correspondance; de : cassettes vidéo ou d'appareils de photographie, installations. Les renseignements sont recueillis à l'aide installations par les employés et leur sortie de ces outre des renseiganements sur l'accès à certains (pour les membres des FC). La banque contient en le prénoms, la date de naissance et le groupr sauguin dossier personnel (CIDP) (civils), les noms de tamille et matricules (MM) (militaires) / codes d'identification du tels que des photographies, des signatures, les numéros Description: Oe fichier renferme des renseignements Cartes d'identité et de contrôle d'accès

Enregistrement (SCT): 002831 Numéro de fichier: CPIM PPE 807

Registres fiscaux

Description: Ce fichier contient des renseignements personnels reliés aux salaires et diverses retenues salariales, incluant les impôts, sur les employés et certains retraités de l'institution. Catégorie de personnes: Employés et retraités de l'institution.

But: Le but est de se conformer aux exigences de Revenu Canada – Impôt. Usages compatibles:
Afin d'établir le revenu et impôts de chaque individu. Aormes de conservation et de destruction: Six ans. Mormes de conservation et de destruction: Six ans. Enregistrement (SCT): 002832 Numéro de tichier: CPIM PPE 808

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Formation et perfectionnement

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail Voyages et réinstallations

au sujet d'employés qui ont été identifiés pour le Régime de Primes d'Encoursgement (long service) du Gouvernement Fédéral de même que celui de l'institution. Ces renseignements peuvent comprendre contient également les registres des bénéficiaires de prime de long service. Catégorie de personnes: Employés de l'institution. But: Afin d'identifier les individus admissibles aux primes selon le régime des primes d'encoursgement du gouvernement fédéral primes d'encoursgement du gouvernement fédéral (long service) et aussi le programme de prime pour long service de l'institution. Usages compatibles: Voir la service de l'institution. Les fichiers de conservation section "But" ci-dessus. Normes de conservation

Description: Ce fichier comporte des renseignements

Rapports des assurances de la Sun Life du Canada Description: Ce fichier contient des renseignements personnels reliés aux couvertures de diverses assurances sur chacun des employés. Catégorie de personnes: Employés de l'institution. But: La Sun Life du Canada, compagnie d'assurance-vie, utilise l'information pour déterminer les primes mensuelles pour les assurances suivantes: Vie, Maladie, Longue invalidité Usages conservation et de destruction: Deux ans. conservation et de destruction : Deux ans. Conservation et de destruction : Deux ans.

détruits. Enregistrement (SCT): 002828 Numéro

pendant six ans, puis détruits ; et les fichiers créant

puis détruits ; les fichiers financiers sont conservés

des précédents sont conservés pendant 15 ans, puis

conservés pendant une période minimale de deux ans,

de fichier: CPIM PPE 804

Primes d'encouragement

Registres du Régime de Pension

Description: Ce fichier contient des renseignements personnels reliés au Régime de Pension. Catégorie de personnes: Employés de l'institution. But: Le but est de rapporter les remises de fonds à la caisse de retraite des employés pendant l'année, basées sur leurs retenues salariales. Usages compatibles: Le Ministère des Approvisionnements et Services, Direction des pensions de retraite, vérifie que le total des retenues concorde avec le total des remises de fonds. Normes de conservation et de destruction: Sept ans.

Défense nationale

Chapitre 95

Fichiers particuliers

Assistance judiciaire aux membres des FC Description: Chaque dossier dans ce fichier contient normalement un bref énoncé du problème judiciaire en question et des avis donnés ou des mesures prises en question et des avis donnés ou des mesures prises

à l'égard de ce problème. La plupart des dossiers concernent des cas où une entrevue a été tenue avec la personne qui nécessite les services d'un avocat. Catégorie de personnes: Cette banque s'applique: aux militaires des autres Forces armées mutés ou détachés aux FC, aux militaires des FC, aux employés

Stationnement

Voyages et réinstallations

Voyages et réinstallations

Sécurité et santé au travail

Rémunération et avantages

Présences et congés

Mesures disciplinaires

Multiculturalisme

Langues officielles

Harcèlement

Programme déquité en matière d'emploi

Stationnement

Présences et congés

Sécurité et santé au travail Rémunération et avantages

Corporation commerciale canadienne

Chapitre 93

Fichiers ordinaires Griefs

une description de leur contenu. cette publication) une définition des fichiers ordinaires et Vous trouverez dans L'INTRODUCTION (au début de

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

et l'après-mandat Code régissant les conflits d'intérêts

Dossier personnel d'un employè

Dotation

Formation et perfectionnement

Evaluation du rendement

maritime Limitée Corporation du Pont international de la voie

Chapitre 94

000663 Numèro de fichier: CPIM PPE 802 conflit. No. APC: 85-007 Enregistrement (SCT): ou que l'on a résolu le cas où il y avait effectivement situation reliée à un conflit d'intérêt potentiel est reglée

fichier: CPIM PPE 801 85-001 Enregistrement (SCT): 000641 Numéro de après l'annulation ou le non-renouvellement. No. APC: destruction: Les dossiers sont conservés cinq ans fournir leur nom. Normes de conservation et de personnes qui désirent consulter le fichier doivent taux d'utilisation. Le fichier est informatisé. Les à qui un permis a été remis, et d'en enregistrer leur fichier a pour but de conserver des noms de particuliers personnes: Employès de l'Administration. But: Ce enrégistrer leur taux d'utilisation. Catégorie de des individus à qui un permis a été remis, et d'en Description: Oe fichier contient une liste des noms raissez-basser - pont

Fichiers particuliers

Les dossiers sont détruits deux ans après que la l'emploi. Normes de conservation et de destruction: mutations, les mesures disciplinaires et la fin de compatibles: Etayer les décisions touchant les les situations réelles de conflit d'intérêt. Usages consigner les conflits d'intèrêt potentiels et à résoudre des ministères et organismes fédéraux. Il sert à de conflit d'intérêt potentiel ou réel pour les employés contient des renseignements concernant des situations personnes: Employés de l'institution. But: Ce fichier valeurs immobilières qu'ils possèdent. Catégorie de officielles des employés et leurs intérêts privés ou les conflits d'intérêt potentiels et réels entre les fonctions d'enquête, ainsi que la correspondance concernant les situations potentielles de conflit d'intérêt, des rapports volontaires faites par les employés concernant des Description: Ce fichier contient des divulgations Conflits d'intérêt

Présences et congés Rémunération et avantages Sécurité et santé au travail Stationnement Vérification de la fiabilité

Voyages et réinstallations

Dossier personnel d'un employé
Formation et perfectionnement
Griefs
Harcèlement

Chapitre 91

Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés
Rémunération et avantages
Sécurité et santé au travail
Stationnement

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Evaluation du rendement

Fichiers ordinaires

Mesures disciplinaires

Langues officielles

Harcèlement

Construction de Défense Canada Chapitre 92

Enregistrement (SCT): 000693 Numéro de fichier: CDL PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Langues officielles

Formation et perfectionnement

Fichiers particuliers

potentiel est réglée ou que l'on a résolu le cas après que la situation reliée à un conflit d'intérêt destruction: Les dossiers sont détruits deux ans et la fin d'emploi. Normes de conservation et de touchant les mutations, les mesures disciplinaires d'intérêt. Usages compatibles : Étayer les décisions potentiels et à résoudre les situations réelles de conflit fédéraux. Il sert à consigner les conflits d'intérêt ou réel pour les employés des ministères et organismes concernant des situations de conflit d'intérêt potentiel But: Ce fichier contient des renseignements personnes: Employés de Construction de la défense. valeurs immobilières qu'ils possèdent. Catégorie de officielles des employés et leurs intérêts privés ou les conflits d'intérêt potentiels et réels entre les tonctions d'enquête, ainsi que la correspondance concernant les situations potentielles de conflit d'intérêt, des rapports volontaires faites par les employés concernant des Description: Ce fichier contient des divulgations Conflits d'intérêts

où il y avait effectivement conflit. No. APC: 85-001

Enregistrement (SCT) : 003699 Numéro de fichier : CNRC PPE 806

CNRC PPE 802 Enregistrement (SCT): 002202 Numéro de fichier: ne sont pas encore été établis. No. APC: 85-001 destruction de documents contenus dans ce tichier de conservation et de destruction : Les critères de sesociees a l'equite en matiere d'empioi. Normes l'élaboration et la mise en oeuvre de politiques Les données peuvent également être utilisés pour équitable au sein du Conseil national de recherches. designes d'etre admis et representes d'une maniere femporaires spéciales qui permettront aux groupes I, eliminer le cas echeant et d'introduire des mesures discrimination systémique dans l'embauche, de d'emploi du CNAC, afin de déterminer s'il y a gans le cadre du Programme d'équité en matière squillistratives et pour l'établissement des rapports Les renseignements recueillis sont utilises à des fins le marche du travail en general. Usages compatibles: groupes au sien du CNRC et de leurs homologues sur membres des groupes désignés avec celle des autres renseignements servent à comparer la situation des bersonnes handicapées et minorités visibles). Ces aux groupes désignés (p.ex. femmes, autochtones et qes employès selon leur sexe et leur appartenance Les données recueillies permettent d'établir un profil en oeuvre du Programme d'équité en matière d'emploi. contient toute la documentation nécessaire à la mise national de recherches du Canada. But : Ce fichier Catégorie de personnes: Employés du Conseil l'employé afin de faciliter le repérage des dossiers. visibles. Au besoin, un numèro peut servir à identifier autochtones, personnes handicapées ou minorités s l'un des groupes désignés: hommes ou temmes, libres de fournir ces renseignements, s'ils appartiennent traitement de l'information. Les repondants, qui sont des employes ou des systemes automatises de woyen d'entrevues ou compiles à partir des dossiers perfectionnement. Ces données ont été recueillies au professionnels, leurs activités de formation et de études, leurs aspirations et leurs antécédents bersonnels sur les employès, notamment sur leurs Description: Ce fichier contient des renseignements Programme d'équité en matière d'emploi

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

aussi être utilisés pour la sélection de candidats pour le Programme de détachement du Conseil. Normes de conservation et de destruction: Les dossiers sont administrative et sont ensuite détruits. No. APC: 86-001 Renvoi au dossier #: CNR PSA 745 Enregistrement (SCT): 002438 Numéro de fichier: CNRC PPE 804

002201 Numéro de fichier: CNRC PPE 803 détruits. No. APC: 85-001 Enregistrement (SCT): de cinq ans. Après cette période, les dossiers sont gossiers doivent être conservés pendant une période Mormes de conservation et de destruction : Les aux mesures disciplinaires et à la fin de l'emploi. mutations, aux retrogradations, a l'aide aux employes, a etayer les décisions ayant trait aux promotions, aux compatibles: Les renseignements servent egalement d'emploi pour une durée déterminée. Usages et au licenciement au cours d'une période probatoire augmentations annuelles, au maintien en tonction, approbations de la rémunération au rendement, aux des conts de tormation et de perfectionnement, aux notamment en ce qui a trait à la nècessite de donner determiner le rendement de chacun des employes, employés du Conseil national de recherches. Il vise à concernant le niveau de rendement de chacun des Canada. But: Ce fichier contient des renseignements Employes du Conseil national de recherches du réalisations et intérêts). Catégorie de personnes: rendement de l'employé au travail (habiletés, aptitudes, des rapports et de la correspondance concernant le Description: Oe fichier contient des évaluations, Evaluation du rendement

quoi les dossiers sont détruits. No. APC: 86-001 l'emploi et pendant deux années subséquentes, après de recherches conserve les dossiers pour la durée de CONSERVATION ET de destruction : Le Conseil national etre prises à la suite d'une enquête. Normes de concernant les mesures disciplinaires que pourraient Nagges compatibles: Faciliter les décisions couseines boni les biocednies d'appei et autres. recherche scientifique. Les dossiers sont également mesnies, en cas de manquement a l'ethique de la mesnies disciplinaires et pour établir la nature de ces kéconia boni determiner s'il y a lieu de prendre des permet de conserver l'information à laquelle on a national de recherches du Canada. But : Ce fichier Catégorie de personnes: Employés du Conseil broces-verbaux de reunions du comite d'enquete. correspondance; documents de référence; usudnements et rapports d'analyse de ces enquetes; obinions juridiques, notes d'enquête sur de possibles du Civico, i notes d'entrevue, attestations de temoins; ge ja recherche scientifique commis par des employes a eudnetes ant de presumes manduements a l'etnique

Description: Ce tichier contient des données

juredure scientifique - Enquetes

brevetés Conseil d'examen du prix des médicaments

Chapitre 89

Formation et perfectionnement

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Vérification de la fiabilité Stationnement

Voyages et réinstallations

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

et d'avion Accidents d'automobile, de bateau, d'embarcation

Autorisations sécuritaires Aide aux employés

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Evaluation du rendement

Conseil national de recherches Canada

Chapitre 90

Dotation

Usages compatibles: Les renseignements peuvent postes au sein du Conseil national de recherches. les renseignements qui sont utilisés pour la dotation de Conseil national de recherches. But: Ce fichier confient d'un employé. Catégorie de personnes: Employés du des décisions de dotation dans le dossier personnel études. On peut également trouver des avis relatifs à peuvent porter sur l'âge, le sexe et le niveau des grande variété de renseignements personnels qui humaines. On trouve dans les dossiers du fichier une de concours et à l'aide du répertoire des ressources la dotation faite par divers moyens, notamment par voie destinés aux candidats; et la correspondance relative à les listes d'admissibilité; les offres d'emploi; les avis personnel; les examens et les résultats d'examens; d'évaluation provenant des comités de dotation en évaluations des jurys de sélection, y compris les notes d'emploi des candidats ; les listes de candidats ; les répertoire des ressources humaines ; les demandes de mises à pied ; les imprimés d'ordinateurs relatifs au de concours ; les demandes de mutation ; les listes échelles de salaire ; les profils de sélection ; les affiches dotation en personnel; les descriptions de poste; les Description: Ce fichier contient les demandes de

Dotation

Conflits d'intérêt Fichiers particuliers

000959 Numéro de fichier: CNRC PPE 801 détruits. No. APC: 85-001 Enregistrement (SCT): années subséquentes, après quoi les dossiers sont dossiers pour la durée de l'emploi et pendant deux Le Conseil national de recherches conserve les Pemploi. Normes de conservation et de destruction: mutations, les mesures disciplinaires et la fin de compatibles: Etayer les décisions touchant les les situations réelles de conflit d'intérêt. Usages consigner les conflits d'intérêt potentiels et à résoudre des ministères et organismes tédéraux. Il sert à de conflit d'intérêt potentiel ou réel pour les employés contient des renseignements concernant des situations personnes: Employés du Conseil. But: Ce fichier valeurs immobilières qu'ils possèdent. Catégorie de officielles des employés et leurs intérêts privés ou les conflits d'intérêt potentiels et réels entre les fonctions d'enquête, ainsi que la correspondance concernant les situations potentielles de conflit d'intérêt, des rapports volontaires faites par les employés concernant des Description: Ce fichier contient des divulgations

de fichier: CDA PPE 815 été établis. Enregistrement (SCT): 003782 Numéro documents contenus dans ce fichier n'ont pas encore destruction: Les critères de destruction pour les matière d'emploi. Normes de conservation et de mise en oeuvre de la politique connexe à l'équité en peuvent également être utilisés à l'élaboration et à la Fonction publique fédérale. Les renseignements représentés d'une manière équitable au sein de la permettront aux groupes cibles d'être admis et d'être et d'introduire des mesures temporaires spéciales qui systémique dans l'embauche, de l'éliminer s'il y a lieu gouvernement, afin de déterminer s'il y a discrimination des programmes d'équité en matière d'emploi du renseignements recueillis sont utilisés dans le cadre (SCT PCE 706) qu'à des fins statistiques. Les groupes visés par l'équité en matière d'emploi ne sont versés dans le Fichier de données sur les encore à ces deux fins. Les renseignements personnels obtenir des renseignements sur les employés, ou recueillir des données à des fins statistiques, pour recueillis. Usages compatibles: L'organisme peur pour lesquels les renseignements personnels ont été de tels renseignements est conforme aux usages et ce, à des fins statistiques et lorsque la conservation Système d'information pour la gestion du personnel) renseignements sur les employès (par exemple, le conservés dans un autre fichier comprenant des renseignements contenus dans ce fichier et ceux de l'employé peut servir à établir un lien entre les leurs homologues sur le marché du travail. Le numéro sein des ministères et organismes fédéraux et avec

Fichiers ordinaires

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Dotation

Formation et perfectionnement

Griefs

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Stationnement

Voyages et reinstallations

Numéro de fichier: CDA PPE 820 sujet d'un cas donné. Enregistrement (SCT): 003783 ans après la dernière mesure administrative prise au concernant les mesures disciplinaires sont détruits deux des documents du personnel. Tous les renseignements de la période d'emploi, puis ils sont confiés au Centre Les dossiers sont conservés pendant un an après la fin emploi. Normes de conservation et de destruction: aux employés, aux mesures disciplinaires et à la fin de promotions, aux mutations, aux rétrogradations, à l'aide compatibles: Etayer les décisions ayant trait aux de stage et au renvoi pendant un stage. Usages maintien en fonction, à la prolongation de la période au rendement, aux augmentations annuelles, au perfectionnement, aux approbations de la rémunération nécessité de donner des cours de formation et de des employés, notamment en ce qui a trait à la fédéraux. Il vise à déterminer le rendement de chacun de chacun des employés des ministères et organismes renseignements concernant le niveau de rendement Employés de l'institution. But : Ce fichier contient des résulte de ces enquêtes. Catégorie de personnes: d'inconduite possibles et le rapport d'analyse qui d'un employé; les enquêtes se rapportant à des cas

des groupes cibles avec celles des autres groupes au employés et de comparer la situation des membres sont utilisés afin de réaliser un profil personnel des taisant partie de minorités visibles). Ces renseignements autochtones et personnes handicapées et personnes selon leur sexe et leur groupe cible (femmes, toutes les données au sujet des employés, présentées aksce à ces renseignements qu'il est possible d'avoir politique relative à l'équité en matière d'emploi. C'est la documentation nécessaire à la mise en oeuvre de la Employès de l'institution. But : Ce fichier contient toute le dossier de l'employe. Catégorie de personnes: nécessaire d'avoir ces indicatifs afin de pouvoir trouver utiliser un questionnaire anonyme ou lorsqu'il est ministères et organismes fédéraux ne peuvent pas peut servir à identifier les employés lorsque les sexe et s'ils sont autochtones. Le numéro d'employé libres de tournir ces renseignements, indiquent leur de données automatisés. Les répondants, qui sont on compiles à partir de leurs dossiers ou des systèmes recueillis au moyen de questionnaires ou d'entrevues, perfectionnement. Tous ces renseignements ont été eurs projets de carrière; leur formation et leur ents études; leurs antécédents professionnels et personnels sur les employés, notamment sur Description: Ce fichier contient des renseignements Programme d'équité en matière d'emploi

Dossier personnel d'un employé

aciteto()

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

sécurité et santé au travail

Sécurité et santé au travail

Voyages et réinstallations

Stationnement

de notation utilisées au sein des diverses directions et de divisions du CRSNG. Normes de conservation et de destruction: Les dossiers sont conservés pendant une période de cinq ans, puis ils sont détruits. No. APC: 86-001 Enregistrement (SCT): 002582 Numéro de fichier: RSG PPE 802

Fichiers ordinaires

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Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Conseil des Arts du Canada

Chapitre 88

Fichiers particuliers

(SCT): 003780 Numéro de fichier: CDA PPE 805 consultation à des fins administratives. Enregistrement sont conservés pendant deux ans après la dernière conservation et de destruction: Ces dossiers disciplinaires et la fin de l'emploi. Normes de les décisions touchant les mutations, les mesures réels. Usages compatibles: Ce fichier sert à étayer pour résoudre les situations de conflit d'intérêts conflits d'intérêt potentiels et les solutions apportées d'intérêts potentiels ou réels. Il sert à consigner les renseignements concernant des situations de conflit Employés de l'institution. But : Ce fichier contient des immobilières qu'ils possèdent. Catégorie de personnes: des employés et leurs intérêts privés ou les valeurs conflits potentiels et réels entre les fonctions officielles d'enquête, ainsi que la correspondance concernant les situations de conflit d'intérêts potentiels, des rapports volontaires faites par les employés concernant des Description: Ce fichier contient des divulgations Conflits d'intérêt

Dossier général d'un employé

Description: Ce fichier renferme des renseignements concernant les caractéristiques personnelles, notamment l'âge, le sexe, le numéro d'assurance sociale, l'état civil, l'adresse et le numéro de téléphone du domicile, ainsi que la correspondance ayant trait à l'embauche et à la cessation d'emploi, la rémunération et les allocations, les déductions et les avantages, la pension de retraite, les présences et les avantages, la pension de retraite, les présences et les congés, ainsi que les certificats médicaux fournis à l'appui des demandes de congémmédicaux fournis à l'appui des demandes de congéments.

Enregistrement (SCT): 003781 Numéro de fichier: ils sont confiés au Centre des documents du personnel. pendant un an après la fin de la période d'emploi, puis inscrite au dossier. Les documents sont conservés écoulées depuis la dernière mesure administrative l'employé a 80 ans, pourvu que deux années se soient destruction: Ces dossiers sont détruits lorsque la rémunération. Normes de conservation et de vérification et le rapprochement des comptes de renseignements servent également à faciliter la et aux avantages ; aux pensions de retraite. Ces aux présences et aux congés ; à la rémunération les décisions relatives à l'embauche et à la fin d'emploi ; Usages compatibles: Le fichier sert aussi à identifier et d'uniformisation de la gestion de la rémunération. sociale sert à des fins d'identification de l'employé allocations ; et les déductions. Le numéro d'assurance les congés ; les dépenses relatives aux traitements et l'emploi et les pensions de retraite ; les présences et donner des autorisations pour l'embauche, la fin de fichier a pour but de fournir de la documentation et de rapporte aux employés anciens et actuels. But : Ce de maladie. Catégorie de personnes : Ce fichier se

et la correspondance échangée au sujet de l'inconduite

demandes pour suivre des cours et des évaluations; des lettres d'appui; des avis de mesures disciplinaires

rendement de l'employé au travail (habiletés, aptitudes,

des rapports et de la correspondance concernant le

réalisations et intérêts). Il contient également des

Description: Ce fichier contient des évaluations,

Evaluation du rendement

CDA PPE 810

Evaluation du rendement

Formation et perfectionnement

Griefs

Politique de reconnaissance

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Vérification de la fiabilité

cadres aux fins de l'évaluation de l'équité des échelles

du système d'évaluation du rendement même. A cette d'évaluation du rendement servent à évaluer l'efficacité

être divulgués à des comités de cadres et aux comités

contenus dans les évaluations du rendement peuvent

cessation d'emploi. A ces fins, les renseignements

l'aide aux employés, les mesures disciplinaires et la

interne, les mutations, promotions et rétrogradations,

exemple les plans de carrière et de relève, la dotation

activités de planification des ressources humaines, par

fonctions, à la cessation d'emploi ou à la prolongation

servent à étayer les décisions ayant trait au maintien en

chacun des employés du CRSNG. Les renseignements

on déterminée ainsi que certains employés temporaires.

intérêts. Catégorie de personnes: Tous les employés

employés du CRSNG en ce qui a trait à leurs aptitudes,

du CRSNG nommés pour une période indéterminée

à leurs compétences, à leurs réalisations et à leurs

concernant le niveau de rendement de chacun des

Les évaluations du rendement servent également aux

augmentations de salaire. Usages compatibles:

d'employés en période d'essai et à déterminer et

approuver la rémunération au rendement et les

renseignements sur le niveau de rendement de

But: Ce fichier a pour but de tenir à jour les

qivulgués à des comités d'examen composés de

fin, certains renseignements personnels seront

de sélection internes. De plus, les documents

Programme d'équité en matière d'emploi

Présences et congés

Mesures disciplinaires

Langues officielles

Harcèlement

Conseil de recherches en sciences naturelles

81-028 Enregistrement (SCT): 002434 Numéro de dossiers sont conservés pendant deux ans. No. APC:

Accidents d'automobile, de bateau, d'embarcation

cette publication) une définition des fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

Normes de conservation et de destruction: Les

fichier: RSH PPE 802

et une description de leur contenu.

Fichiers ordinaires

No. APC: 85-001 Enregistrement (SCT): 001628 I, ou a résolu le cas où il y avait effectivement conflit. reliée à un conflit d'intérêt potentiel est réglée ou que

Numéro de fichier: RSG PPE 801

rendement, des rapports et de la correspondance Description: Ce fichier confient des évaluations du Evaluations du rendement des employés

dossiers sont détruits deux ans après que la situation

mutations, les mesures disciplinaires et la fin d'emploi.

consigner les conflits d'intérêt potentiels et à résoudre

de conflit d'intérêt potentiel ou réel pour les employés

contient des renseignements concernant des situations

personnes: Employés de l'institution. But: Ce fichier

valeurs immobilières qu'ils possèdent. Catégorie de

officielles des employés et leurs intérêts privés ou les

conflits d'intérêt potentiels et réels entre les tonctions

d'enquête, ainsi que la correspondance concernant les

situations potentielles de conflit d'intérêt, des rapports

volontaires faites par les employés concernant des

Description: Ce fichier contient des divulgations

et en génie du Canada

Conflits d'intérêt

Chapitre 87

l'après-mandat

Fichiers particuliers

Dossier personnel d'un employé

Autorisations sécuritaires

Aide aux employés

et d'avion

Code régissant les conflits d'intérêts et

Cartes d'identification et laissez-passer

Normes de conservation et de destruction: Les

compatibles: Etayer les décisions touchant les

les situations réelles de conflit d'intérêt. Usages

des ministères et organismes fédéraux. Il sert à

Sécurité et santé au travail

Stationnement

Voyages et réinstallations Vérification de la fiabilité

des télécommunications canadiennes Conseil de la radiodiffusion et

Chapitre 85

et l'après-mandat Code régissant les conflits d'intérêts

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations Vérification de la fiabilité Chapitre 86

Mutations Fichiers particuliers

003266 Numéro de fichier: CRT PPE 805 ans. No. APC: 86-001 Enregistrement (SCT): dossiers sont conservés pendant une période de cinq Normes de conservation et de destruction: Les Conseil et à l'extérieur. Usages compatibles : Aucun. susceptibles d'être mutés à des postes au sein du du Conseil. But : La banque identifierait les employés de personnes: Fonctionnaires du Conseil et en dehors des connaissances d'une langue seconde. Catégorie lettres de référence ainsi qu'une attestation d'études et des curriculum vitae des fonctionnaires, incluant des des candidats qui veulent être mutés. Il comprendra Description: La base de données fournit un inventaire

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

et d'avion Accidents d'automobile, de bateau, d'embarcation

Autorisations sécuritaires

Cartes d'identification et laissez-passer

du Canada Conseil de recherches en sciences humaines

Fichiers particuliers

la sélection des candidats et la dotation des postes. du Conseil. But : Les renseignements sont utilisés pour Les employés du Conseil et les employés prospectifs bersonnel d'un employé). Catégorie de personnes: relatifs à des décisions de dotation dans le dossier sociale. (N.B. On peut également trouver des avis les niveaux des études et le numéro d'assurance personnels qui portent notamment sur l'âge, le sexe, du fichier une grande variété de renseignements ressources humaines. On trouve dans les dossiers par voie de concours et à l'aide du répertoire des relative à la dotation faite par divers moyens, notamment

d'admissibilité; les offres d'emploi; et la correspondance relatifs aux examens et a leurs résultats ; les listes des candidats ; les listes de candidats ; les documents répertoire des ressources humaines ; les demandes mises à pied ; les imprimés d'ordinateur relatifs au concours ; les demandes de mutation ; les listes de de salaire ; les profils de sélection ; les affiches de dotation ; les descriptions de poste ; les échelles Description: Oe fichier contient les demandes de Dotation

Conseil canadien des relations industrielles

Chapitre 83

Formation et perfectionnement

Griefs

Harcèlement

Stationnement

Langues officielles

Présences et congès

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Cartes d'identification et laissez-passer

et l'apres-mandat Code régissant les conflits d'intérêts

Dossier personnel d'un employé

Dotation en personnel

Evaluation du rendement

aux matières dangereuses Conseil de contrôle des renseignements relatifs

Chapitre 84

002883 Numéro de fichier: RMD PPE 810 dossiers pendant deux ans. Enregistrement (SCT): conservation et de destruction: On conserve ces annuel présenté au Conseil du Trésor. Normes de aux fins de la gestion interne et dans le rapport s calculer les années-personnes qui sont utilisées

Fichiers ordinaires

et nue description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employè

Dotation

Evaluation du rendement

Formation et perfectionnement

randnes otticielles

Présences et congés

Rémunération et avantages

Fichiers particuliers

sont conservés pendant trois ans et les dossiers destruction: Les avis d'acceptation ou d'objections officiel des exclusions. Normes de conservation et de confidentielles au Conseil, et constitue le seul registre personnes préposées à gestion et à des fonctions maintenir une liste complète des exclusions des aux matières dangereuses. But : Ce fichier sert à du Conseil de contrôle des renseignements relatifs d'exclusion. Catégorie de personnes: Employés le groupe et le niveau de l'employé, et les motits de l'unité de négociation, le numéro et le titre du poste, dates d'entrée en vigueur des exclusions, l'identification personnels relatifs aux exclusions. Il comprend les Description: Ce fichier contient des renseignements de gestion

Exclusion pour des raisons confidentielles ou

relatifs aux employés du Conseil. But : Le fichier sert CSC. Catégorie de personnes: Renseignements celle du système d'information sur le personnel de l'identité des employés et relier cette information à rapport. On utilise ces renseignements pour vérifier partie de l'effectif à la fin de la période visée par le et la date d'embauche de chaque employé faisant Description: Ce fichier contient le nom, la classification Systeme d'utilisation des années-personnes

(SCT): 002881 Numéro de fichier: RMD PPE 805

d'exclusions pendant cinq ans. Enregistrement

des réferences. Catégorie de personnes: Les candidats retenus qui ont demandé à travailler au Conseil canadien des normes en vertu d'une nomination. But: Confirmer l'identité des gens et déterminer s'ils sont dignes de confisnce pour exécuter compatibles: Étayer les décisions se rapportant à l'embauchage et à la cessation d'emploi. Normes de conservation et de destruction: Les renseignements contenus dans ce fichier sont détruits deux ans après le départ de l'employé. Renvoi au dossier #: CNC DAF 903 Enregistrement (SCT): 003026 Numéro de fichier: CNC PPE 803

DAF 903 Enregistrement (SCT): 003024 Numéro 85-001 Renvoi au dossier #: CNC DAF 915, CNC perfectionnement suivis par un employé. No. APC: deux ans après la fin des cours de formation et de destruction : Les dossiers peuvent être détruits des employés. Normes de conservation et de et de perfectionnement et confirmer les réalisations participation des employés à des cours de formation Usages compatibles: Approuver et inscrire la programmes de formation et de perfectionnement. Fournir de la documentation pour l'administration des de personnes : Employés de l'institution. But : employé en vue d'améliorer son rendement. Catégorie touchant le besoin en perfectionnement pour chaque les évaluations de rendement, les renseignements employés et que l'on trouve dans le fichier concernant obtenus sont joints aux dossiers personnels des les dossiers relatifs à la participation et aux résultats par des organismes privés. Il convient de signaler que perfectionnement parrainés par le gouvernement ou des employés à des cours de formation et de frais et la correspondance connexe à la participation certificats; les dossiers concernant le paiement des des évaluations ; le numéro d'assurance sociale ; les suivantes: des demandes pour suivre des cours et Description: Ce fichier comprend les données Formation et perfectionnement

Fichiers ordinaires

de fichier: CNC PPE 801

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Evaluation du rendement

Rémunération et avantages

le plan des archives, c'est l'archiviste national du jugés de nature historique ou qui ont une valeur sur immédiatement détruit. Pour tous les renseignements voit à ce que le document touchant cette mesure soit ont été annulées, c'est l'organisme ou le ministère qui n'ait été prise depuis. Lorsque les mesures disciplinaires été prises, autant qu'aucune autre mesure disciplinaire suivant la date à laquelle les mesures disciplinaires ont disciplinaires, la durée de conservation est de trois ans en question. Quant aux dossiers relatifs à des mesures utilisation à des fins administratives des renseignements que deux ans se soient écoulés depuis la dernière l'employé; après quoi, le dossier est détruit, pourvu de 70 ans ou jusqu'à deux ans après le décès de sont gardés jusqu'à ce que l'employé ait atteint l'âge sont transférés aux Archives nationales du Canada et plus un an. Après cette période, les renseignements actuellement l'employé pour toute la durée d'emploi, l'organisme ou le ministère pour lequel travaille et de destruction : Les dossiers sont gardés par (aux fins des pensions). Normes de conservation de groupe ; et à Santé nationale et Bien-être social régimes d'assurance-maladie provinciaux ; aux assureurs Ces renseignements servent également aux divers ainsi qu'à la vérification des références professionnelles. professionnelles; aux langues officielles; à la discipline, au perfectionnement ; à l'hygiène et à la sécurité rémunération et aux avantages ; à la formation et la dotation, aux présences et aux congés ; à la compatibles: Identifier les décisions relatives à la fin de l'emploi et les pensions de retraite. Usages les mutations, les promotions, les rétrogradations, et de donner des autorisations pour les nominations, But: Ce fichier a pour but de fournir de la documentation Catégorie de personnes: Employés de l'institution. des décisions dans les domaines susmentionnés. pas les renseignements personnels utilisés pour prendre

Vérification de la fiabilité

Description: Ce fichier contient des renseignements rassemblé par l'institution lorsqu'elle a procédé, conformément à la politique du gouvernement du Canada sur la sécurité, à des vérifications de la fiabilité des personnes demandant à travailler dans ses services en vertu d'une nomination. Le fichier renferme des données sur les études, les antécédents renferme des données sur les études, les antécédents professionnels, les casiers judiciaires et les vérifications professionnels, les casiers judiciaires et les vérifications professionnels, les casiers judiciaires et les vérifications professionnels, les casiers judiciaires et les vérifications

Enregistrement (SCT): 003027 Numéro de fichier:

en permanence par les Archives nationales du Canada.

Canada qui décide quels dossiers seront conservés

CNC PPE 804

Conseil canadien des normes

Chapitre 82

Fichiers particuliers

la fin d'emploi. Normes de conservation et de notamment en ce qui a trait aux congés et à employés. Usages compatibles: Consigner les l'administration des congés et des présences des Ce fichier sert à obtenir des renseignements pour Employés du Conseil canadien des normes. But : modules automatisés enregistrés dans des bases de Ces renseignements sont présentés sous torme de absences et les demandes de congé, ainsi que les Description: Ce fichier contient des rapports sur les

003209 Numéro de fichier: CNC PPE 805

dossier #: CNC DAF 903 Enregistrement (SCT):

après quoi les documents sont détruits. Renvoi au

Normes de conservation et de destruction: Le

Résoudre des conflits d'intérêts réels et potentiels.

requises de l'employé, y compris les décisions

mesures d'observation d'après-mandat qui sont

les conflits d'intérêts réels, et (4) de consigner les

conflits d'intérêts pour les employés d'organismes

d'emploi ; (2) indiquant s'il existe des possibilités de

du CCN et s'engage à l'observer comme condition

du CCN. But : Ce fichier renferme des renseignements

et l'après-mandat. Catégorie de personnes : Employés

conformément au Code régissant les conflits d'intérêts

extérieures pouvant faire l'objet de rapports confidentiels

biens, les exigibilités et la participation à des activités

Code du CCN; (2) des rapports confidentiels sur les

et participe aux activités décrites dans l'article 14 du

s'il a des biens ou des exigibilités visés par l'article 6,

d'attestation montrant que l'employé a lu et compris

Description: Ce fichier renferme (1) les documents

et s'engage à observer le Code comme condition

(NOO) sermon seb neibanas lieanoO ub eboO el

d'emploi et indiquant s'il possède ou non des biens et

(1) indiquant si l'employé a lu et compris le Code

registre des conflits d'intérêts potentiels, de résoudre

ou ministères fédéraux ; (3) qui permettent de tenir un

documents pendant la durée d'emploi, plus deux ans,

et le rapport confidentiel ont été soumis conserve ces

ministère ou organisme auquel le document d'attestation

réduisant le délai de prescription. Usages compatibles:

l'après-mandat Code régissant les conflits d'intérêts et 003025 Numéro de fichier: CNC PPE 802 dossier #: CNC DAF 903 Enregistrement (SCT): après la fin de l'exercice financier. Renvoi au destruction: Les dossiers sont détruits deux ans décisions relatives à la rémunération et aux avantages, congés autorisés et les jours de présence ; étayer les données sur le personnel. Catégorie de personnes: certificats médicaux connexes à un congé de maladie. Présences et congés

dne je gozziek jugivignej ge Lembjoyè ne comprenne les autres fichiers ordinaires décrits ci-après. Il se peut renseignements principaux concernant ces sujets dans les vérifications de fiabilité. On trouve toutefois les au travail; les langues officielles; la discipline; et les décisions concernant les indemnités et l'aptitude et les avantages ; la formation et le perfectionnement ; dotation ; les présences et les congés ; la rémunération comprend des résumés de décisions concernant la départ de l'employé. Le dossier individuel d'un employé l'emploi, notamment les certificats et les raisons du les brevets et les primes ; les passeports ; la fin de réalisations professionnelles, y compris les publications, compris les périodes et les domaines de service; les renseignements concernant le service militaire, y On peut également y trouver, le cas échéant, des les assurances, notamment les noms des bénéficiaires. niveaux, les titres et les traitements; les pensions et notamment les numéros de poste, les groupes, les à pied et la durée de l'emploi ; la classification, périodes d'emploi, notamment les stages, les mises mutations, les promotions et les rétrogradations; les de l'organisme ou du ministère ; les nominations, les le curriculum vitae et les références ; l'emplacement bulletins); les emplois antérieurs non gouvernementaux, citoyenneté ; les études (diplômes, certificats et d'assurance sociale ; l'adresse domiciliaire ; la personnelles, notamment l'âge et le sexe ; le numéro des renseignements concernant les caractéristiques dossier personnel de ce dernier. Ce fichier renferme travaille présentement qui exerce le contrôle sur le l'organisme ou le ministère pour lequel l'employé meilleur intérêt de l'employé et de l'employeur. C'est organismes fédéraux soient coordonnées dans le matière de personnel au sein des ministères et prévus, afin d'assurer que les mesures prises en autant que ce soit d'une manière conforme aux usages fichiers. Ces renseignements peuvent être utilisés, renseignements plus détaillés trouvés dans d'autres des renseignements succincts et connexes à des Dans les cas susmentionnés, le fichier contient influer sur une décision prise dans un autre domaine. renseignements touchant un domaine peuvent langues officielles ; à la discipline ; et lorsque les à l'hygiène et à la sécurité professionnelles ; aux avantages; à la formation et au perfectionnement; présences et aux congés ; à la rémunération et aux prendre des décisions ayant trait à la dotation ; aux employé peuvent être utilisés aux fins suivantes : Les renseignements contenus dans les dossiers d'un conservé afin de faciliter l'administration du personnel. sein du Conseil canadien des normes. Ce dossier est de toutes les périodes d'emploi d'une personne au Description: Ce fichier contient le dossier sommaire Dossier personnel d'un employé

Dossier personnel d'un employé

158

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Voyages et réinstallations Stationnement

> dossier #: CLO CLO CLO ODS Enregistrement (SCT): administratives. No. APC: 86-001 Renvoi au deux ans après la dernière utilisation à des fins renseignements contenus dans ce fichier sont détruits Normes de conservation et de destruction: Les mesures disciplinaires et à des cessations d'emploi. relatives à des mutations, à des promotions, à des renseignements sont utilisés pour appuyer les décisions taçon honnête et fiable. Usages compatibles: Les s'attendre à ce qu'elles exécutent leurs tâches de des personnes en cause et à déterminer si l'on peut

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Cartes d'identification et laissez-passer

002100 Numéro de fichier: CLC PPE 801

l'après-mandat Code régissant les conflits d'intérêts et

Chapitre 80 Communication Canada

Fichiers ordinaires

une description de leur contenu, cette publication) une définition des tichiers ordinaires et Vous trouverez dans l'INTRODUCTION (au début de

Chapitre 81 Condition féminine Canada

Formation et perfectionnement

Dossier personnel d'un employé

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Aide aux employes

Autorisations sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Présences et congés Rémunération et avantages Sécurité et santé au travail Stationnement Vérification de la fiabilité

Voyages et réinstallations

Dossier personnel d'un employé Dotation

Evaluation du rendement

Formation et perfectionnement

Journaux de contrôle des réseaux électroniques

Langues officielles

Commission du droit d'auteur Canada

Chapitre 77

Formation et perfectionnement

Langues officielles

Stationnement

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Commission du droit du Canada

Chapitre 78

Dossier personnel d'un employé

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Commission nationale des libérations conditionnelles

Chapitre 79

Fichiers particuliers

Vérification approtondie de fiabilité
Description: Ce fichier contient des renseignements recueillis par la Commission nationale des libérations conditionnelles (CNLC) au cours de vérifications de fiabilité effectuées sur des personnes travaillant ou voulant travailler à la CNLC par voie de nomination, d'affectation ou d'accord contractuel, conformément à d'affectation eur la sécurité du gouvernement fédéral. Le la politique sur la sécurité du gouvernement fédéral. Le

à leurs qualités et à leurs antécédents professionnels, à leur dossier de crédit, et à leur casier judiciaire, si elles en ont un, ainsi que d'autres données personnelles. Ces renseignements servent à confirmer l'identité et à déterminer la fiabilité de ces personnes. Catégorie de personnes : Personnes travaillant ou voulant travailler à la Commission nationale des libérations conditionnelles par voie de nomination, d'affectation ou d'accord contractuel. But: Ce fichier sert à confirmer l'identité contractuel.

fichier contient des données ayant trait à leurs études,

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Cartes d'identification et laissez-passer

et l'après-mandat Code régissant les conflits d'intérêts

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Services intégrés

Chapitre 76

Fichiers particuliers

Formation et perfectionnement

Fichiers ordinaires

Voyages et réinstallations

Vérification de la fiabilité

Sécurité et santé au travail

Rémunération et avantages

Politique de reconnaissance

Présences et congés

Mesures disciplinaires

Langues officielles

Griefs

Programme d'équité en matière d'emploi

Stationnement

Chapitre 75 Commission des traités de la Colombie-Britannique

Evaluations du rendement des employés

Voyages et déménagements

Personnel

une description de leur contenu. cette publication) une définition des fichiers ordinaires et Vous trouverez dans l'INTRODUCTION (au début de

employés Dossiers des ressources humaines sur les

la police militaire Commission d'examen des plaintes concernant

CPPM PPE 801 Enregistrement (SCT): 005244 Numéro de fichier: (présentation aux Archives nationales du Canada). griefs. Normes de conservation et de destruction: de travail tel que la discipline, le harcèlement, les décisions sur des questions ayant trait aux relations spécifique. Usages compatibles: Pour soutenir les

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

l'après-mandat

Code régissant les conflits d'intérêts et Cartes d'identification et laissez-passer

dans une situation particulière et pour agir de taçon une plainte ou une mesure, pour prendre une décision Documenter tout renseignement requis pour traiter l'entremise d'agences de placement temporaire. But: les entrepreneurs et les personnes embauchées par de personnes: Employés de la Commission, y compris enquêtes et les mesures prises à ce sujet. Catégorie d'événements ayant trait aux relations de travail, les et leurs agents de négociation ; et la réception leur résolution ; les griefs présentés par les employés officielles ou non de harcèlement, leur évaluation et prises suite à l'inconduite d'employés ; les plaintes Description: Ce fichier contient des avis et mesures Relations de travail

nationales du Canada à des fins archivistiques. Renvoi au dossier # : RTF BSG 150 Enregistrement (SCT) : 01881 Numéro de fichier : RTF PCE 709

(SCT): 000774 Numéro de fichier: RTF PCE 703 Renvoi au dossier #: RTC BSG 060 Enregistrement du Canada à des fins archivistiques. No. APC: 85-013 pendant 30 ans, puis transférés aux Archives nationales ont été rendues. Ces microfilms sont conservés Commission sont microfilmées trois ans après qu'elles suivent le règlement de ces cas. Les décisions de la affaires sont conservés pendant les 10 années qui conservation et de destruction: Les dossiers des les plaintes pour pratique déloyale. Normes de Appuyer les décisions de la Commission concernant devoir de représentation juste. Usages compatibles: de travail dans la fonction publique, manquement au des modifications apportées à la Loi sur les relations de ses règlements et, depuis le 1 er juin 1993, à la suite ou de la Loi sur les relations de travail au Parlement ou travail dans la Fonction publique ou de son Règlement, de certaines dispositions de la Loi sur les relations de décision d'un arbitre, ou alléguant qu'il y a eu violation quelconque d'une certaine décision arbitrale, soit une d'employés n'a pas exécuté soit une disposition alléguant qu'un employeur ou une association consigner, à l'intention de la Commission, les plaintes de la Commission. But: Ce fichier a pour but de respecté certains règlements, procédures ou décisions d'employés, en alléguant que ceux-ci n'ont pas une plainte contre un employeur ou une association Canada ou employées au Parlement qui ont déposé personnes membres de la Fonction publique du Catégorie de personnes: Ce fichier concerne les connexes et les décisions rendues par la Commission. plaintes, les réponses à ces plaintes, les avis d'audition Description: Ce fichier contient les formulaires de de travail déloyales Plaintes relatives à des pratiques

Fichiers particuliers

Numèro de fichier: RTF PPE 802 HTF BSG 155 Enregistrement (SCT): 002186 conservés pendant 25 ans. Renvoi au dossier #: et de destruction: Les renseignements sont nommées à titre d'arbitres. Normes de conservation et de fournir des renseignements sur les personnes compatibles: Le fichier permet également de consigner la nomination des arbitres (griefs et différends). Usages fichier sert à consigner les renseignements concernant un décret en conseil pour trancher les griefs. But : Ce bont résondre les différends et arbitres nommés par Arbitres (anciens et actuels) nommés par la Commission différends) à la Commission. Catégorie de personnes: concernant la nomination des arbitres (griefs et Description: Ce fichier renferme des renseignements Nomination des arbitres (griefs et différends)

Opposition à l'exclusion de personnes en tant que préposées à la gestion ou à des fonctions confidentielles Description: Ce fichier contient les demandes d'employeurs visant à exclure des employés de certaines unités de négociation, ainsi que les réponses données à ces demandes, et les décisions rendues par la Commission. Catégorie de personnes: Ce fichier

(SCT): 000773 Numéro de fichier: RTF PCE 702 Renvoi au dossier #: RTC BSG 075 Enregistrement données et sont ensuite détruites. No. APC: 85-013 deux ans à compter de la date où elles ont été d'approbation d'exclusions sont conservées pendant du Canada à des fins archivistiques. Les formules pendant 30 ans, puis transférés aux Archives nationales ont été rendues. Ces microfilms sont conservés Commission sont microfilmées trois ans après qu'elles suivent le règlement de ces cas. Les décisions de la dossiers sont conservés pendant les dix années qui Normes de conservation et de destruction: Les de certaines personnes des unités de négociation. décisions de la Commission qui concernent l'exclusion est proposée. Usages compatibles: Appuyer les au titre des fonctions de direction ou de confiance les postes plutôt que les fonctionnaires dont l'exclusion relations de travail dans la fonction publique, ce sont à la suite des modifications apportées à la Loi sur les confidentielles ou de gestion. Depuis le 1er juin 1993, motif que ces derniers exercent des fonctions certaines unités de négociation, en invoquant comme d'employeurs qui visent à exclure des employés de négociateurs ont faites au sujet de propositions de la Commission, les objections que des agents But: Ce fichier a pour but de consigner, à l'intention dans la Fonction publique du Canada, ou au Parlement. exercent des fonctions confidentielles ou de gestion coucerne les personnes qui, selon l'employeur, la Commission. Catégorie de personnes: Ce fichier

conservés pendant 30 ans, puis transférés aux Archives ans après qu'elles ont êté rendues. Ces microfilms sont décisions de la Commission sont micro-filmées trois les 10 années qui suivent le règlement de ces cas. Les de destruction : Les dossiers sont conservés pendant Code canadien du travail. Normes de conservation et conformité avec l'article 128 ou 129 de la partie II du uou des mesares contre l'employé parce qu'il a agi en Commission quant à savoir si l'employeur a pris ou compatibles: Appuyer les décisions rendues par la employès déposent contre leur employeur. Usages par la Commission à l'égard des plaintes que les fichier a pour but de consigner la décision rendue de personnes: Fonctionnaires fédéraux. But: Ce 129 du Code canadien du travail - partie II. Catégorie conformité avec les dispositions des articles 128 ou mesares prises par ce dernier parce qu'ils ont agi en employés déposent contre leur employeur à la suite de Description: Ce fichier contient les plaintes que les Plaintes - Code canadien du travail - partie II

Détermination des postes désignés Description: Ce fichier contient les listes des postes considérés comme étant «désignés», les avis d'auditions connexes, les décisions rendues par la Commission à leur égard et les listes des employés «désignés». Catégorie de personnes: Ce fichier concerne les personnes membres de la Fonction publique du Canada et qui sont réputées des employés

(SCT): 000777 Numéro de fichier: RIF PCE 706 Renvoi au dossier #: RTF BSG 050 Enregistrement du Canada à des fins archivistiques. No. APC: 85-013 pendant 30 ans, puis transférés aux Archives nationales ont été rendues. Ces microfilms sont conservés Commission sont microfilmées trois ans après qu'elles suivent le règlement de ces cas. Les décisions de la dossiers sont conservés pendant les 10 années qui Normes de conservation et de destruction : Les sujet des demandes de révision de ses décisions. Appuyer les décisions rendues par la Commission au rendue par cette Commission. Usages compatibles: modifier une décision ou une ordonnance quelconque Parlement afin de faire réviser, amender, altèrer ou de l'article 17 de la Loi sur les relations de travail au les relations de travail dans la Fonction publique ou demandes faites en vertu de l'article 27 de la Loi sur de consigner, à l'intention de la Commission, les rendue par la Commission. But : Ce fichier a pour but amender, altérer ou modifier une décision quelconque Commission une demande en vue de faire réviser, employèes au Parlement qui ont présenté à la membres de la Fonction publique du Canada ou bersonnes: Ce fichier concerne les personnes du traitement de ces demandes. Catégorie de les décisions rendues par la Commission au sujet a ces demandes, les avis d'auditions connexes et révision des décisions de la Commission, les réponses Describtion: Ce tichier contient les demandes de Demande de révision

(SCT): 000776 Numéro de fichier: RTF PCE 705 Renvoi au dossier #: RTF BSG 110 Enregistrement du Canada à des fins archivistiques. No. APC: 85-013 pendant 30 ans, puis transférés aux Archives nationales qu'elles ont été rendues. Ces microfilms sont conservés la Commission sont microtilmées trois ans après qui suivent le règlement de ces cas. Les décisions de Les dossiers sont conservés pendant les 10 années de délai. Normes de conservation et de destruction: Commission concernant les demandes de prolongation **Naages compatibles:** Appuyer les décisions de la on de soumettre une réponse à une procédure. taire renvoyer un griet à l'arbitrage de la Commission, désireuses de présenter un grief à un employeur, de prolongation de délai faites par des personnes à l'intention de la Commission, les demandes de procédure. But : Ce fichier a pour but de consigner, présenter un grief ou donner une réponse à une demande de prolongation de délai afin de pouvoir

à la suite des modifications apportées à la Loi sur les relations de travail dans la fonction publique, cessation d'emploi pour des motifs autres que ceux d'ordre disciplinaire. Usages compatibles: Appuyer les décisions de la Commission concernant les griefs arbitrables. Normes de conservation et de destruction: Les dossiers sont conservés pendant de ces cas. Les décisions de la Commission sont microfilmées trois ans après qu'elles ont été rendues. Ces microfilms sont conservés pendant 30 ans, puis transférés aux Archives nationales du Canada à des fins archivistiques. No. APC: 85-013 Renvoi au dossier #: PTF BSG 065 Enregistrement (SCT): 000772 Numéro de fichier: Free PCE 701

Description: Ce fichier contient les formulaires de renvoi à l'arbitrage, les copies de griefs, les réponses données par des employeurs à tous les paliers de la procédure de règlement des griefs, les avis d'auditions connexes ou les avis de décisions rendues par la Commission. Catégorie de personnes: Ce fichier concerne les personnes employées dans la Fonction publique du Canada ou au Parlement qui ont soumis des griefs à la Commission. But : Ce fichier a pour de la Commission, les griefs concernant des violations de la Commission, les griefs concernant des violations alléguées de dispositions de conventions collectives ainsi que les griefs concernant des mesures ainsi que les griefs concernant des mesures disciplinaires importantes et, depuis le 1^{er} juin 1993, disciplinaires importantes et, depuis le 1^{er} juin 1993,

Griefs renvoyés à l'arbitrage

RTF PCE 708 Enregistrement (SCT): 000779 Numéro de fichier: APC: 85-013 Renvoi au dossier #: RTF BSG 080 nationales du Canada à des fins archivistiques. No. conservés pendant 30 ans, puis transférés aux Archives après qu'elles ont été rendues. Ces microfilms sont décisions de la Commission sont microfilmées trois ans les 10 années qui suivent le règlement de ces cas. Les de destruction : Les dossiers sont conservés pendant employés «désignés». Normes de conservation et membres de la Fonction publique du Canada sont des sur la question de savoir si certaines personnes compatibles: Appuyer les décisions de la Commission nécessaires pour la sécurité du public. Usages dont l'exclusion est proposée au titre des fonctions ce sont les postes plutôt que les fonctionnaires eur les relations de travail dans la fonction publique, 1993, à la suite des modifications apportées à la Loi comme des employés «désignés». Depuis le 1 er juin d'une certaine unité de négociation soient considérés employés ou certaines classes d'employés membres aux propositions d'employeurs qui veulent que certains dne des agents négociateurs ont faites pour s'opposer consigner, à l'intention de la Commission, les objections de la sécurité du public. But : Ce fichier a pour but de fonctions sont nécessaires dans l'intérêt de la sûreté ou «désignés», c'est-à-dire des personnes dont les

la fonction publique Commission des relations de travail dans

Chapitre 74

RTF PCE 704

Fichiers centraux

Annulation de l'accréditation

fichier: RTF PCE 707 105 Enregistrement (SCT): 000778 Numéro de No. APC: 85-013 Renvoi au dossier #: RTF BSG Archives nationales du Canada à des fins archivistiques. sont conservés pendant 30 ans, puis transférés aux trois ans après qu'elles ont été rendues. Ces microfilms Les décisions de la Commission sont microfilmées les 10 années qui suivent le règlement de ces cas. destruction: Les dossiers sont conservés pendant de poursuivre. Normes de conservation et de Commission au sujet des demandes d'autorisation compatibles: Appuyer les décisions rendues par la la Loi sur les relations de travail au Parlement. Usages les relations de travail dans la Fonction publique ou de quelconque prévue dans certains articles de la Loi sur ces personnes n'ont pas obéi à une interdiction

(SCT): 001880 Numéro de fichier: RTF PCE 710 Renvoi au dossier #: RTF BSG 145 Enregistrement Archives nationales du Canada à des fins archivistiques. sont conservés pendant 30 ans, puis transférés aux trois ans après qu'elles ont été rendues. Ces microfilms cas. Les décisions de la Commission sont microfilmées pendant les 10 années qui suivent le règlement de ces et de destruction : Les dossiers sont conservés présence ou non d'un danger. Normes de conservation les décisions des agents de sécurité, relatives à la rendues par la Commission après son enquête sur de la Loi. Usages compatibles: Appuyer les décisions Canada, est maintenant responsable pour cette article gouverne du Développement des ressources humaines plus de donnée à ce sujet. Travail Canada sous la relations de travail dans la fonction publique ne recueille Depuis le 30 septembre 2000, la Commission des pris sa décision ainsi que les motifs de cette dernière. les circonstances dans lesquelles l'agent de sécurité a rendues par la Commission à la suite d'une enquête sur But: Ce fichier a pour but de consigner les décisions de sécurité de renvoyer sa décision à la Commission. fonctionnaires fédéraux qui ont demandé à un agent cause de danger. Catégorie de personnes: Les concernant le refus d'un employé de travailler pour agents de sécurité qui sont renvoyées au Conseil, Description: Ce fichier contient les décisions des Décisions des agents de sécurité

employees au Parlement qui ont presente une

membres de la Fonction publique du Canada ou

de personnes: Ce fichier concerne les personnes

prolongation de délai, les avis d'auditions connexes

Description: Ce fichier contient les demandes de

Demande de prolongation de délai

et les décisions rendues par la Commission. Catégorie

personnes en raison d'une allégation selon laquelle l'autorisation de poursuivre en justice certaines les demandes faites pour obtenir de la Commission but de consigner, à l'intention de la Commission, dans la Fonction publique. But : Ce fichier a pour certains articles de la Loi sur les relations de travail d'une allégation selon laquelle elles n'ont pas observé envisage actuellement des poursuites en raison demande de leur employeur, on a envisagé ou l'on employées au Parlement contre lesquelles, sur membres de la Fonction publique du Canada ou de personnes : Ce fichier concerne les personnes décisions rendues par la Commission. Catégorie ces demandes, les avis d'auditions connexes et les réglementaires ou assermentées, les réponses à d'autorisation de poursuivre, des déclarations Description: Ce fichier contient des demandes Autorisation d'intenter des poursuites

Enregistrement (SCT): 000775 Numéro de fichier:

conservés pendant 30 ans, puis transférés aux Archives

décisions de la Commission sont microfilmées trois ans

les 10 années qui suivent le règlement de ces cas. Les

décisions de la Commission concernant les demandes

APC: 85-013 Renvoi au dossier #: RTF BSG 025

nationales du Canada à des fins archivistiques. No.

après qu'elles ont été rendues. Ces microfilms sont

destruction: Les dossiers sont conservés pendant

de révocation de l'accréditation de certains agents

négociation. Usages compatibles : Appuyer les

des employés membres d'une certaine unité de

agent négociateur ne représente plus la majorité

de la Loi sur les relations de travail au Parlement

de travail dans la Fonction publique ou de l'article 29

Commission, les demandes que des personnes ont fichier a pour but de consigner, à l'intention de la

l'accréditation de leur agent négociateur. But : Ce à la Commission une demande de révocation de

employées au Parlement qui sont réputées faire

membres de la Fonction publique du Canada ou de personnes: Ce fichier concerne les personnes

décisions rendues par la Commission. Catégorie

de révocation d'accréditation, les réponses à ces

demandes, les avis d'auditions connexes et les

Description: Oe fichier contient les demandes

partie d'une unité de négociation et qui ont transmis

faites en vertu de l'article 42 de la Loi sur les relations

pour obtenir une déclaration attestant que leur

négociateurs. Normes de conservation et de

de fichier: CBN PPE 810 détruites. Enregistrement (SCT): 003944 Numéro de l'employé pendant une période de cinq ans, puis évaluations de rendement sont conservées au dossier administratives des renseignements en question. Les écoulés depuis la dernière utilisation à des fins le dossier est détruit, pourvu que deux ans se soient deux ans après le décès de l'employé; après quoi ce que l'employé ait atteint l'âge de 70 ans ou jusqu'à de l'employé, le dossier personnel est gardé jusqu'à de conservation et de destruction : Après le départ vérification des références professionnelles. Normes discipline; aux autorisations sécuritaires ainsi qu'à la sécurité professionnelles ; aux langues officielles ; à la formation et au perfectionnement ; à l'hygiène et à la congés ; à la rémunération et aux avantages ; à la décisions relatives à la dotation, aux présences et aux et les pensions de retraite. Il sert aussi à identifier les les promotions, les rétrogradations, la fin de l'emploi

des autorisations pour les nominations, les mutations, principalement à fournir de la documentation et donner de l'employeur. Usages compatibles: Ce fichier sert coordonnées dans le meilleur intérêt de l'employé et mesures prises en matière de personnel soient aux usages prévus, afin de faire en sorte que les utilisés, en autant que ce soit d'une manière conforme d'autres banques. Ces renseignements peuvent être à d'autres renseignements plus détaillés contenus dans renseignements présentés de manière succincte reliés cas susmentionnés, le fichier peut contenir des prise dans un autre domaine. Et ce qui a trait aux domaine peuvent avoir une incidence sur une décision lorsque les renseignements contenus dans un officielles ; à la discipline ; au niveau de sécurité ; l'hygiène et à la sécurité professionnelles ; aux langues avantages ; à la formation et au développement ; à présences et aux congés ; à la rémunération et aux prendre des décisions ayant trait à la dotation ; aux

du Canada Commission des lieux et monuments historiques

Chapitre 72

canadien, Canada sont détenus par le ministère du Patrimoine Commission des lieux et monuments historiques du Note: Les renseignements sur les membres de La

Chapitre 73 Commission des plaintes du public contre la GRC

Griefs Formation et perfectionnement Evaluation du rendement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Accidents d'automobile, de bateau, d'embarcation

et d'avion

Fichiers ordinaires

Aide aux employes

Autorisations sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Dotation

Voyages et réinstallations Vérification de la fiabilité Stationnement Sécurité et santé au travail Rémunération et avantages Programme d'équité en matière d'emploi Présences et congés Mesures disciplinaires Langues officielles Harcèlement Griefs Formation et perfectionnement Evaluation du rendement Dotation Dossier personnel d'un employé l'après-mandat Code régissant les conflits d'intérêts et Cartes d'identification et laissez-passer

employé peuvent être utilisés aux fins suivantes :

renseignements contenus dans les dossiers d'un

afin de faciliter l'administration du personnel. Les

connexes au besoin. Catégorie de personnes:

les périodes d'emploi d'une personne et est conservé

nationaux. But: Ce fichier contient le dossier de toutes

Employés de la Commission des champs de bataille

présences et les congés ainsi que d'autres rapports

moyen du répertoire des ressources humaines, les

sujets tels que la formation, la dotation effectuée au

afin de permettre la préparation de rapports sur des

certains sont introduits dans un système informatisé

domaines susmentionnés. Parmi ces renseignements,

personnels utilisés pour prendre des décisions dans les

de l'employé ne comprenne pas les renseignements

sujets dans les autres fichiers particuliers décrits dans

ce chapitre. Il est possible que le dossier individuel

principale série de renseignements concernant ces

les autorisations sécuritaires. On trouve toutefois la

les décisions concernant les indemnités et l'aptitude

et les avantages ; la formation et le perfectionnement ;

dotation ; les présences et les congés ; la rémunération

au travail; les langues officielles; la discipline; et

comprendre des résumés de décisions concernant la l'employé. Le dossier individuel d'un employé peut les certificats et les raisons qui ont mené au départ de les domaines de service ; la fin de l'emploi, y compris concernant le service militaire, y compris les périodes et y trouver, le cas échéant, des renseignements y compris les noms des bénéficiaires. On peut également fiftes et les traitements; les pensions et les assurances, les numéros de poste, les groupes, les niveaux, les évaluations du rendement ; la classification, y compris compris les périodes de stage, la durée de l'emploi; les promotions et les démotions ; les périodes d'emploi, y dans l'organisation; les nominations, les mutations, les références; l'emplacement géographique et la situation emplois antérieurs détenus ; le curriculum vitae et les les études (diplômes, certificats et bulletins); les de l'employé; l'adresse du domicile; la citoyenneté; compris l'âge et le sexe ; le numéro d'identification concernant les caractéristiques personnelles, y Description: Ce fichier renferme des renseignements Dozziek bersonnel d'un employè

Fichiers particuliers

Chapitre 71

Commission des champs de bataille nationaux

Vous trouverez dansl'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Fichiers ordinaires

de fichier: CIR PPE 806 fondées. Enregistrement (SCT): 004069 Numéro fondées, et de deux ans dans le cas des plaintes non dernière mesure administrative dans le cas des plaintes pendant une période de trois ans après la date de la destruction: Les renseignements sont conservés compétence. Normes de conservation et de la confiance du public dans leur intégrité et leur irréprochable chez les commissaires et accroître élevées de professionnalisme et une conduite compatibles: Promouvoir et maintenir des normes le cas échéant, la nature de ces mesures. Usages à déterminer s'il y a lieu de prendre des mesures et, traitement des plaintes du public. Il sert également plaintes déposées conformément au processus de But: Ce fichier contient des renseignements sur les Personnes nommées par le GC à l'emploi de l'institution. d'analyse de ces enquêtes. Catégorie de personnes: sur le comportement inacceptable et les rapports

les témoignages ; les avis juridiques ; les enquêtes

relativement au comportement d'un commissaire jugé inacceptable d'après son Code de déontologie;

de réfugié Commission de l'immigration et du statut

Ohapitre 70

344 Slater, Ottawa

Fichiers particuliers

(SCT): 003176 Numéro de fichier: CIR PPE 803 Programme d'aide aux employés. Enregistrement après la dernière participation de l'employé au destruction: Les dossiers sont détruits deux ans aux employés. Normes de conservation et de décisions ayant trait aux mesures en matière d'aide Commission. Usages compatibles: Etayer les Seules des données statistiques sont fournies à la faire participer à des programmes de réadaptation. passer une évaluation sur le plan médical ou de les besoin de counselling, s'il est nécessaire de leur faire

de fichier: CIR PPE 804 supprimés. Enregistrement (SCT): 003177 Numéro dernière mesure administrative et seraient ensuite conservés pendant deux ans suivant la date de la utilisés à des fins administratives, ceux-ci seraient suprimés. Dans le cas où des renseignements seraient sont conservés pour une période d'un an, puis ils sont conservation et de destruction: Ces renseignements dans l'éventualité d'une infraction. Normes de compatibles: Ces renseignements seraient utilisés qui ont accès à la propriété de la Commission. Usages données est de se munir d'un relevé des noms de ceux Victoria seulement. But: Le but de cette banque de personnes: Les employés de la région de Toronto-rue de cartes d'accès individuels. Catégorie de renseignements sur l'utilisation, aux fins d'identification, Description : Cette banque de données contient des l'accès à la propriété - Toronto-rue Victoria Système automatique de sécurité relatif à

Numéro de fichier: CIR PPE 801 No. APC: 85-001 Enregistrement (SCT): 003174 après la date d'expiration du mandat du commissaire. destruction: Les documents sont détruits deux ans de la Commission. Normes de conservation et de et fin) des commissaires. Il constitue aussi une liste consiste à suivre la période de nomination (début personnes: Commissaires. But: Le but de ce fichier langues parlées par les commissaires. Catégorie de affectations, la date d'expiration des affectations, et les du domicile, le numéro de téléphone, les dates des personnels sur les commissaires, notamment l'adresse Description: Oe fichier contient des renseignements Système de suivi des commissaires

des personnes disponibles pour siéger à des audiences

bar des membres du public ou par des tiers intéressés

correspondence relative aux plaintes déposées

Traitement des plaintes - Personnes nommées

Describtion: Ce fichier peut contenir de la

par le gouverneur en conseil (GC)

médicales concernant les capacités ou les limites de provenant de ces derniers ; les interprétations non réadaptation ; et les rapports et la correspondance des professionnels de la santé ou un organisme de au travail); les dossiers de mise en rapport avec rapport volontaire ou obligatoire (connexe au rendement Programme d'aide aux employés ; les avis de mise en touchant la participation des employés de la CISR au des renseignements administrés de taçon confidentielle Commission. Le fichier PAE de Santé Canada contient sur le Programme d'aide aux employés (PAE) à la CISR. Il n'existe aucun fichier de renseignements d'aide à tous les employés et commissaires de la au travail de Santé Canada pour offrir des services d'entente avec l'Agence d'hygiène et de sécurité Description: La Commission a conclu un protocole Aide aux employés CIR PPE 811 Enregistrement (SCT): 004080 Numéro de fichier: la dernière mesure administrative, puis supprimés. sont conservés pendant deux ans suivant la date de conservation et de destruction : Ces renseignements d'une infraction à la sécurité de la CISR. Normes de Ces renseignements seraient utilisés dans l'éventualité aux personnes autorisées. Usages compatibles: accès aux locaux de la CISR et de permettre l'accès est de se munir d'un relevé des noms de ceux qui ont à Ottawa. But : Le but de cettte banque de données employés du siège de la CISR, situé au 344, rue Slater détenteur de la carte. Catégorie de personnes : Les

ainsi que le nom, une photographie et la signature du

des fins d'identification, c-à-d. le numéro de la carte,

renseignements sur l'utilisation des cartes d'accès à

Description: Cette banque de données contient des

Accès automatisé/Système de sécurité -

aux employés. Il vise à déterminer si les employés ont nécessaires à l'administration du Programme d'aide fichier a pour but d'emmagasiner les renseignements employés et les commissaires de la CISR. But : Ce les dossiers du PAE. Catégorie de personnes: Les personnels de l'organisme ou du ministère, et non dans conservés dans le fichier pertinent de renseignements l'absentéisme et aux questions disciplinaires sont lacunes en matière de rendement de l'employé, à de la Santé Canada. Les dossiers ayant trait aux l'Agence d'hygiène et de sécurité au travail du ministère médicaux protégés dans un fichier administré par personnel sont conservés à titre de renseignements travail de l'employé. Tous les renseignements médicaux

la fonction publique. Usages compatibles: Le fichier sert à administrer et à maintenir des données sur les cas de surclassification du poste EX et du Plan de rémunération d'affectation spéciale. Il sert également à fournir des renseignements d'ordre général aux gestionnaires de la Commission et au Conseil du Trésor sur demande. Normes de conservation et de destruction: Les dossiers sont normalement conservés pendant deux (2) ans, puis sont ensuite détruits. No. APC: 86-001 Renvoi au dossier #: CFP 925 Enregistrement (SCT): 001486 Numéro de fichier: CFP PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Journaux de contrôle des réseaux électroniques

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

,

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Stationnement

Voyages et réinstallations

Canada/Programmes internationaux, les Répertoire des postulants au groupe de la direction et le Fichier statistique trimestriel. Normes de conservation et de destruction: Les données informatisées sont conservées pendant dix (10) ans après avoir été retirées du système ou après que l'employé a quitté la fonction publique. Elles sont ensuite supprimées. Les évaluations de rendement sont conservées pendant cinq (5) ans et sont ensuite détruites. No. APC: 94-001 Renvoi au dossier #: CFP DGD 065 Enregistrement (SCT): 001477 Numéro de fichier: CFP PCE 734

Fichiers particuliers

CFP PPE 815 Enregistrement (SCT): 002413 Numéro de fichier: APC: 86-001 Renvoi au dossier #: CFP DGM 914 pendant six (6) ans et sont ensuite détruits. No. et de destruction : Les documents sont conservés effectuer des analyses. Normes de conservation utilisés pour produire des rapports statistiques et compatibles: Les renseignements sont également comptes créditeurs et aux comptes débiteurs. Usages et consigner les opérations financières liées aux sert à payer les employés, recouvrer des créances Commission de la fonction publique. But : Le fichier qui ont effectué une opération financière au sein de la Catégorie de personnes: Les employés du ministère remboursements, les rajustements salariaux et la paie. frais d'appel interurbain, les primes à l'initiative, les des témoins, les primes au mérite, le paiement des renseignements sur les dépenses engagées par Description: Ce fichier peut renfermer des Comptes créditeurs et comptes débiteurs

Postes de flexibilité EX et Plan de rémunération d'affectation spéciale Description: Ce fichier peut contenir l'entente entre l'employé et ou les organisations en cause, la correspondance administrative, un rapport d'opération de dotation, un formulaire d'approbation et un curriculum vitae sur demande. Catégorie de personnes: Fonctionnaires embauchés par la Commission de la fonction publique dans des aitrations de surclassification au niveau EX et les employés des autres groupes embauchés sous le Plan de rémunération d'affectation spéciale (PRAS). But: Ce fichier existe pour consigner et pour contrôler les situations de surclassification des employés du Plan de situations de surclassification des employés du Plan de situations de surclassification des employés du Plan de rémunération d'affectation spéciale à la Commission de

avec les Système CAP, le Système Echanges d'emploi. Des données de base sont aussi partagées Conseil du Trésor en ce qui a trait à l'équité en matière (SCI PCE 706) pour fournir des renseignements au ant les groupes visés par l'équité en matière d'emploi publique. Il est aussi couplé avec le Fichier de données identifier les personnes qui ont quitté la Fonction nominations et avec le Système des separations pour bonk wettre à jour les changements provenant de gestion de l'information sur les nominations de la CFP renseignements sur les postes, avec le Système de Conseil du Trésor (SCT PCE 715) pour obtenir des Système d'information sur le personnel supérieur du optenir des renseignements sur les employés, avec le des titulaires du Conseil du Trésor (SCT PCE 723) pour régulièrement couplé avec le Système d'information d'autres systèmes (avant 1993) : le SIRG est planification de la gestion de carrière. Liens avec a statistique, de l'analyse, de l'évaluation et de la personnel, de la gestion des ressources humaines, de du Trésor et aux ministères aux fins de la dotation en Ce fichier sert à tournir des renseignements au Conseil déterminés par la Commission. Usages compatibles: bont des bostes à des groupes et niveaux éligibles c'est-à-dire de maintenir un répertoire des candidats l'emploi dans la tonction publique et du Règlement, ses tonctions aux termes de l'article 5 de la Loi sur bnplidne q, exercer ses bonvoirs et de s, scantter de atin de permettre à la Commission de la fonction équivalent, PE-06, EX-01 à 03. But : Ce fichier existe tonctionnaires des groupes et niveaux FI-04 ou Programme des affectations internationales, et les le cadre du Programme Echanges Canada ou du participent ou qui recherchent une affectation dans de la fonction publique, les fonctionnaires qui et des niveaux déclarés admissibles par la Commission Catégorie de personnes: Fonctionnaires des groupes du personnel, de finance et de vérification interne. coureuit des dossiers spécifiques aux agents supérieurs considération et d'orientation. Ce fichier peut aussi liste d'intervention, et les notes/rapports de l'autorisation du sous-chet d'inclure un nom sur la formulaires d'inclusion à la liste d'intervention, notes au dossier, les lettres de recommandation, les Commission; la lettre d'offre et d'acceptation; les note de service la plus récente (rapport du jury) à la L'employe a été étudiée en vue de doter un poste ; la notes concernant les cas où la candidature de Lidentification de la necessite de deploiement; les les notes concernant les demandes de mutation et excédentaire ou bénéficiaire de priorité administrative ; disponibilité, les avis concernant la situation d'employé le fichier peut contenir aussi les avis de mise en le cas des tonctionnaires dans le groupe de la direction, cours de perfectionnement et de formation suivis. Dans aspirations de carrière, l'expérience en gestion et les compétences ; les antécédents professionnels ; les q, embloyés ; les données personnelles de base ; les peut contenir les certificats de nomination ; les fiches divers programmes et services de la CFP. Ce fichier

Numéro de fichier: CFP PCE 712 CFP DGD 030 Enregistrement (SCT): 001455 détruits. No. APC: 96-040 Renvoi au dossier #: usage à des fins administratives, et sont ensuite la liste d'admissibilité ou deux (2) ans après leur dernier conservés pendant deux (2) ans après l'expiration de conservation et de destruction : Les dossiers sont candidats et des résultats d'évaluation. Normes de s partir des systèmes des répertoires de candidates et Les renseignements de ce fichier peuvent être obtenus publique, le Conseil du Trésor et le ministère employeur. pour fins statistiques par la Commission de la fonction concernant les groupes sous-représentés sont utilisés du processus de sélection. Les renseignements documents relatits aux enquêtes menées au cours d'expliquer les raisons de la décision, et à fournir des aux participants à un processus de sélection en vue postes, à tournir des renseignements sur demande Usages compatibles: Ce fichier sert à combler des de sélection du personnel avec ou sans concours. des renseignements concernant tous les processus publique et sert à enregistrer des données et à fournir l'article 10 de la Loi sur l'emploi dans la fonction Ce fichier existe conformément aux dispositions de d'un processus de sélection du personnel. But : considération aux fins de nomination dans le cadre tonctionnaires dont la candidature est prise en Catégorie de personnes: Fonctionnaires et non-

001484 Numéro de fichier: CFP PCE 741 dossier #: CFP DGF 105 Enregistrement (SCT): et sont détruits. No. APC: 93-003 Renvoi au ensuite conservés sur rubans pendant vingt (20) ans demeurent actifs pendant la période de formation, sont ensuite détruits. Les renseignements informatisés vingt (20) ans après la fin de la formation et sont de destruction: Les dossiers sont conservés pendant progrès des participants. Normes de conservation et de formation linguistique et à assurer un suivi du d'admission, de testing, d'orientation, d'inscription et compatibles: Oe fichier sert lors des processus d'inscription et de tormation linguistique. Usages les processus d'admission, de testing, d'orientation, publique en vue de fournir des renseignements pour l'article 5(b) de la Loi sur l'emploi dans la fonction linguistique. But: Ce fichier existe conformement a Toutes personnes qui ont suivi des cours de tormation de la formation linguistique. Catégorie de personnes: diagnostiques, ainsi que les résultats obtenus lors et de formation linguistique, les résultats des tests bersonnelles de base, des demandes de service Description: Ce fichier peut contenir des données Services en formation linguistique

Système d'information des ressources de gestion (SIRG) (dernière mise à jour date de 1993)

Description: Depuis 1993, les renseignements ont été transférés aux systèmes des répertoires des candidates et candidates et d'environnement analytique qui offrent, en partie, les données nécessaires pour la gestion des en partie, les données nécessaires pour la gestion des

de destruction: Les dossiers sont conservés pendant cinq (5) ans. Les enregistrements des tests d'interaction orale sont conservés pendant deux (2) ans à moins que l'employé consente à l'effacement avant cette date. Les résultats d'examen des candidates et candidats sont également conservés pour une période indéfinie dans des dossiers informatisés. No. APC: 96-040 Renvoi des dossiers informatisés. No. APC: 96-040 Renvoi su dossier #: CFP DGD 030 et SCT PCE 703

Enregistrement (SCT): 001461 Numéro de fichier: CFP PCE 718

Sélection du personnel (autre que les cadres) fichier: CFP PCE 765 034 Enregistrement (SCT): 002912 Numéro de ain Renvoi au dossier #: CFP DGD 050 et CFP DGD inactifs, puis sont ensuite détruits. No. APC: 96-040 conservés pendant dix (10) ans après avoir été déclarés conservation et de destruction : Les dossiers sont le but d'améliorer la qualité du service. Normes de en vue de compiler des données statistiques, dans peut également utiliser une partie de cette information information aux personnes à qui il veut la remettre. On sur demande écrite de celui-ci, on peut fournir cette l'information pour donner des conseils au client et, d'orientation. Usages compatibles: On utilise donner l'occasion de recevoir un service confidentiel une meilleure compréhension d'eux-mêmeset de leur cadres superieurs, afin que ces derniers puissent avoir fédérale qui font appel au Service de counselling aux de l'information aux membres de la fonction publique professionnelle. But: Ce fichier a pour but de donner Service d'orientation en matiere de reconversion les tonctionnaires tédéraux qui ont fait appel au qui tont appel à ce service. Ce tichier vise également dne les membres de groupes de niveau EX moins un, de cadre supérieur ou un poste équivalent, ainsi Les fonctionnaires fédéraux qui occupent un poste résultats d'évaluation. Catégorie de personnes: biographiques, des notes relièes au service et des Description: Ce fichier peut contenir des données d'évaluation et d'orientation professionnelle) Résultats de l'évaluation menée par le Service counselling aux cadres supérieurs (antérieurement Résultats de l'évaluation menée par le service de

Sélection du personnel (autre que les cadres)
Description: Ce fichier peut contenir les demandes de dotation, les descriptions de tâches, les énoncés de qualité, les formulaires d'entrées relatives aux langues officielles, les avis de concours, les formulaires de demandes d'emploi et les curriculum vitae, les guides de dotation, les rapports des comités de sélection, les rapports des comités de sélection, les listes d'admissibilité, tout autre document, les listes d'admissibilité, tout autre document ayant servi à établir le mérite des candidats ainsi que les avis des résultats des concours-sélection, y compris les lettres d'offres. S'il y a lieu, les avis de droit d'appel et autres documents afférents sont inclus de demande d'accès à des renseignements personnels de demande d'accès à des renseignements personnels doivent indiquer le numéro des concours appropriés.

(SCT): 001454 Numéro de fichier: CFP PCE 711 CFP DGD 030 et CFP DGD 050 Enregistrement informatisés. No. APC: 96-040 Renvoi au dossier #: conservés pour une période indéfinie dans des dossiers détruits. Les résultats des examens des candidats sont sont conservés pendant cinq (5) ans, puis sont ensuite de conservation et de destruction : Les dossiers répertoires des candidates et des candidats. Normes Système de gestion des répertoires qui contient les des rapports (SCEPR) et le système est relié au Système de correction des examens et de production Les renseignements de ce fichier figurent dans le la planification et à l'analyse des ressources humaines. participants. Les renseignements servent également à de sélection en vue de déterminer les qualités des par tout autre ministère dans le cadre d'un processus administrés par les bureaux régionaux de la CFP ou des renseignements sur les résultats aux examens Le fichier sert à conserver et à fournir aux ministères

Résultats aux tests d'évaluation de langue

gestion des répertoires, qui contient les répertoires des rapports (SCEPH), et le fichier est relié au Système de de correction des examens et de production des renseignements de ce fichier figurent dans le Système des tests d'ELS qu'il lie aux exigences du poste. Les est relie au SIP pour permettre d'obtenir les résultats Le système des langues officielles du Conseil du Trésor ministeres, soit par la ligne directe, soit par teléphone. mis à la disposition du personnel autorisé dans les l'intermediaire du SIP, ces renseignements sont alors publics et Services gouvernementaux Canada. Par d'information sur le personnel (SIP), de Travaux résultats de ses tests à la base de données du Service un ou une tonctionnaire tédéral(e), le fichier fournit les statistique. Lorsque la personne en question devient denerale du personnel, de la recherche et de la tournir des renseignements aux fins de la gestion aux fins de la dotation des postes bilingues ainsi qu'à s fournir les résultats aux tests de langue seconde Osages compatibles: Le fichier sert à conserver et les résultats des examens aux fins de nominations. Lembiol dans la fonction publique en vue de consigner conformément aux articles 16(1) et 20 de la Loi sur on d'expression écrite. But : Ce fichier existe tests d'interaction orale, de compréhension de l'écrit ayant subi l'Evaluation de langue seconde (ELS) : personnes: Fonctionnaires et non-fonctionnaries d'identification de dossier personnel. Catégorie de bersonnels sont priées d'indiquer leur code formulaire de demande d'accès à des renseignements test a été administré. Les personnes qui remplissent un conservés par le centre d'examen de la CFP où le des tests d'interaction orale, pour leur part, sont de l'écrit ou d'expression écrite. Les enregistrements anpi les tests ELS d'interaction orale, de compréhension réponses et les résultats aux tests des personnes ayant Description: Ce fichier peut contenir les livrets de secouge (FF2)

candidats et candidates. Normes de conservation et

fichier: CFP PCE 745 005 Enregistrement (SCT): 003270 Numéro de No. APC: 94-034 Renvoi au dossier #: CFP DEA

Répertoires des candidats et candidates et

Résultats aux examens de sélection 001451 Numèro de fichier: CFP PCE 708 dossier #: CFP DGD 030 Enregistrement (SCT): pendant cinq (5) ans. No. APC: 94-001 Renvoi au détruits. Les données informatisées sont conservées des répertoires ou après présentation et ils sont ensuite conservés pendant deux (2) ans après avoir été sortis de conservation et de destruction : Les dossiers sont statistiques et évaluation des programmes. Normes nominations et sur les résultats d'examens à des fins est tréquemment couplé avec l'information sur les le Conseil du Trésor et le ministère employeur. Ce fichier statistiques par la Commission de la fonction publique, les groupes sous-représentés sont utilisés pour fins la tonction publique. Les renseignements concernant pour une présentation et une nomination à un poste de candidats et candidates possédant les qualités requises compatibles: Ce fichier sert en outre à identifier les technique, et du groupe de la direction. Usages de l'exploitation, scientifique et professionnelle, administratif, de l'administration et du service extérieur, publique du Canada pour les catégories du soutien yant présenté une demande d'emploi à la fonction tenue de répertoires des candidats et candidates a Loi sur l'emploi dans la fonction publique qui prévoit la conformément aux dispositions du paragraphe 5 de la au sein de la fonction publique. But : Ce fichier existe bresente une demande d'emploi afin d'obtenir un poste personnes: Fonctionnaires et non-fonctionnaires ayant de concours dans les cas de concours. Catégorie de demande d'emploi a été présentée, ainsi que le numéro renseignements sont priées d'indiquer la ville où leur Les personnes qui veulent avoir accès à ces renseignements sur la présélection et les présentations. grand public, des résultats d'examen, ainsi que des aux concours/répondent aux avis de concours et du et des curriculum vitae de personnes qui participent Description: Ce fichier peut contenir des demandes présentations

on autres types de sélection). Usages compatibles: les examens tenus aux fins de la selection (concours bnplidne en vue de consigner les renseignements sur de l'article 16(1) de la Loi sur l'emploi dans la tonction But: Ce fichier existe conformément aux dispositions subi les examens de sélection élaborés par la CFP. personnes: Fonctionnaires et non-tonctionnaires ayant d'identification de dossier personnel. Catégorie de bersonnels sont priées d'indiquer leur code formulaire de demande d'accès à des renseignements publique (CFP). Les personnes qui remplissent un au moyen d'examens de la Commission de la fonction évaluées à des fins de sélection ou à toute autre fin réponses et les résultats d'examen des personnes Description: Ce fichier peut contenir les feuilles de

> et participants candidates et candidats et des participantes Programme internationaux : répertoire des

CFP PCE 733 Enregistrement (SCT): 001951 Numéro de fichier: APC: 94-001 Renvoi au dossier #: CFP DGD 065 période de trois (3) ans et sont ensuite détruits. No. dossiers des concours sont conservés pendant une dossiers des participantes et participants ainsi que les sont ensuite détruits. Apres la fin de l'emploi, les pendant deux (2) ans après être déclarés inactits et dossiers des candidates et candidats sont conservés Normes de conservation et de destruction: Les fichier est relié au système de gestion des répertoires. Il sert aussi à la gestion générale du programme. Ce postes vacants dans les organisations internationales. identifier les candidates et candidats pour combler des internationaux. Usages compatibles: Ce fichier sert à out postulé un poste dans le cadre des Programmes chronologique concernant toutes les personnes qui intenationale. Il existe aussi à maintenir un dossier personnes qui désirent un poste dans une organisation fonction publique afin de fournir un répertoire de articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la période d'emploi. But : Ce fichier existe en vertu des internationale, ou qui ont ou qui ont terminé une dui sont intéressés à un emploi dans une organisation personnes: Fonctionnaires et non-fonctionnaires renseignements sont informatisés. Catégorie de correspondance reliée au programme. Certains les notes d'orientation, les avis de poste vacant et autre les protocoles d'entente, les descriptions de tâches, l'intéressé a été étudiée, les relevés des présentations, vitae, les notes concernant les cas où la candidature de Description: Ce fichier peut contenir les curriculum

conservés pendant cinq (5) ans et sont ensuite détruits. conservation et de destruction : Les documents sont pour les rapports de la CFP au Parlement. Normes de fichier sert également à fournir des renseignements du fonctionnaire en cause. Usages compatibles: Ce de redressement à prendre par rapport à la mutation à l'administrateur général en ce qui a trait aux mesures déposée devant lui/elle et de faire des recommandations dni permettront à l'enquêteur d'évaluer la preuve publique, ce fichier sert à fournir des renseignements à l'article 34.4 de la Loi sur l'emploi dans la fonction l'emploi dans la fonction publique. But : Conformément la fonction publique et l'article 29 du Règlement sur l'application de l'article 34,4 de la Loi sur l'emploi dans Direction générale des recours, une plainte concernant bersonnes: Les fonctionnaires qui ont déposé, à la statistique concernant la plainte. Catégorie de Commission, le cas échéant, et une fiche d'information l'administrateur général ainsi que la décision de la rapport d'enquête assorti de recommandations à de base, les preuves recueillies durant l'enquête, un plainte contenant des renseignements personnels Description: Ce fichier renterme un dossier de Recours en matière de mutation

(SCT): 002910 Numéro de fichier: CFP PCE 763 Renvoi au dossier #: CFP DGD 031 Enregistrement (25) ans et sont ensuite détruits. No. APC: 94-001 lisibles par machine sont conservés pendant vingt cinq a cessé de faire partie du Programme ; les dossiers cinq (5) ans après que la participante ou le participant participantes et participants sont conservés pendant sont ensuite détruits. Les dossiers imprimés des deux (2) ans après la présentation de demandes et participantes et participants sont conservées pendant conservation et de destruction : Les dossiers des (à des fins de statistiques et d'études). Normes de professionnelle des participantes et participants ou l'employé afin de faire le suivi de l'évolution gestion des répertoires et de l'évolution de l'employée statistiques. Il est relié aux systèmes touchant la choisies pour faire partie du programme et à des fins

001705 Numèro de fichier: CFP PCE 751 au dossier #: CFP DGD 065 Enregistrement (SCT): pendant vingt (20) ans. No. APC: 94-001 Renvoi dans l'ordinateur et conservés pour fins de statistiques sélectionnés sur tous les candidats sont introduits et ils sont ensuite détruits. Des renseignements période de cinq (5) ans après la fin d'une affectation ensuite détruits ; les dossiers sont conservés pour une sélection sont conservés pendant trois (3) ans et sont personnes dont l'examen se termine avec la phase de conservation et de destruction: Les dossiers des brestation des services de conseils. Normes de aux fins de statistiques, de l'administration et de la phases de sélection initiale et finale ; il sert aussi des renseignements sur les nominations CAP aux compatibles: Ce fichier sert à consigner et à fournir toutes les personnes qui ont participé au CAP. Usages CAP. Ce fichier existe aussi pour tenir un registre de les nominations initiales et finales aux programmes vue de consigner et de fournir des renseignements sur 16(1) de la Loi sur l'emploi dans la fonction publique en existe conformément aux dispositions des articles 10 et nommés au CAP et (ou) y ont participé. But : Ce fichier Fonctionnaires et non-tonctionnaires qui ont été beuectionnement. Catégorie de personnes: ancien programme, soit le programme spécial de bent également contenir des renseignements d'un et aux participantes et participants de CAP. Ce fichier générale se rapportant aux candidates et candidats la participation aux cours ainsi que la correspondance conclusions incluant les vérifications des références, résultats des évaluations, l'intégration complète des carrière, des renseignements sur les évaluations, les programme CAP, des curriculum vitae, des plans de pour les Simulations pour les cadres de direction du renseignements personnels de base, des formulaires Description: Ce fichier peut contenir des et candidats et des participantes et participants perfectionnement (CAP): répertoire des candidates Programme des cours et affectations de

DGD 065 Enregistrement (SCT) : 004018 Numéro de fichier : CFP PCE 769

de fichier: CFP PCE 767 DGD 031 Enregistrement (SCT): 003954 Numéro No. APC: 94-001 Renvoi au dossier #: CFP personnes sont transférés au ministère participant. embauchés, Les renseignements concernant ces des candidates et des candidats sont retenus et des demandes et sont ensuite détruits, sauf lorsque conservés pendant cinq (5) ans après la présentation conservation et de destruction : Les dossiers sont formation dans les ministères participants. Normes de du Programme pour des postes/programmes de et candidats qui sont embauchés par l'intermédiaire le suivi de l'évolution professionnelle des candidates de l'évolution des employées et employés afin de faire Il est relié aux systèmes de la gestion des répertoires et postsecondaire (à des fins de statistiques et d'études). par l'intermédiaire du Programme de recrutement des candidates et des candidats pour les postes offerts Usages compatibles: Ce fichier sert à déterminer grâce à la campagne de recrutement postsecondaire. répertoire de personnes qui veulent obtenir des postes sur l'emploi dans la fonction publique, afin de fournir un existe en vertu des articles 5, 10, 11 et 16 de la Loi cadre du recrutement postsecondaire. But: Ce fichier Toutes personnes présentant une demande dans le et candidats du PRP. Catégorie de personnes: de dossier et des messages pour tous les candidates considérer, des notes ou des présentations, des notes notes du centre d'évaluation, des dossiers de cas à des résultats de tests, des notes d'entrevue, des vitae, des demandes, des relevés de notes, des lettres, Description: Ce fichier peut contenir des curriculum répertoire des candidates et candidats Programme de recrutement postsecondaire (PRP):

la gestion générale des affectations de personnes au Programme de stagiaires en gestion en vue de determiner les candidates et candidats pour les postes programme. Usages compatibles: Ce fichier sert à retrospectifs sur toutes personnes qui ont participé au de stagiaires en gestion, et afin de tenir des dossiers tonctionnaires qui souhaitent participer au Programme fonction publique, afin de produire un répertoire des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans la Cette banque de données a été créée aux termes des personnes qui ont été nommées au Programme. But : le cadre du Programme de stagiaires en gestion et et non-tonctionnaires présentant une demande dans rendement. Catégorie de personnes: Fonctionnaires des describtions d'affectations et des évaluations de des notes d'entrevue, des lettres de nomination, vitae, des demandes, des relevés de notes, des lettres, Description: Ce fichier peut contenir des curriculum des participantes et participants repertoire des candidates et candidats et

Programme de stagiaires en gestion:

CFP PCE 768 Enregistrement (SCT): 004019 Numéro de fichier: A l'étude. Renvoi au dossier #: CFP DGD 065 fins statistiques pendant vingt (20) ans. No. APC: une demande sont informatisés et conservés à des renseignements sur tous les candidats qui ont présenté participation au PPACS, puis ils sont détruits. Certains pour une période de dix (10) ans après la fin de la participants. Ces renseignements sont conservés sont transférés à la banque des fichiers des candidature a été approuvée aux fins du programme détruits. Les dossiers sur papier d'un employé dont la conservés pendant cinq (5) ans, après quoi ils sont candidat dont la candidature n'est pas retenue sont et de destruction: Les dossiers sur papier d'un candidatures au programme. Normes de conservation et à la CFP en ce qui concerne l'approbation des à consigner et à fournir des renseignements au CHF publique (CFP). Usages compatibles: La banque sert fonctionnaires (CHF) et la Commission de la fonction membres du Comité d'intégration, le Comité des hauts

Programme de perfectionnement accéléré des

ans. No. APC : A l'étude. Renvoi au dossier # : CFP conservés à des fins statistiques pendant vingt (20) PPACS. Certains renseignements sont informatisés et pendant dix (11) ans après la fin de la participation au destruction: lous les dossiers papier sont conservés à ces candidats. Normes de conservation et de possibilités d'affectations ou d'emplois permanents aux cadres superieurs des ministères qui offrent des participants au PPACS et à fournir ces renseignements sert à consigner des renseignements sur les niveau déterminé. **Vsages compatibles :** La banque CFP des renseignements relatifs aux nominations à un leur participation au programme et pour fournir à la l'approbation de leur candidature jusqu'à la fin de participants au PPACS à partir du moment de consigner et de fournir des renseignements sur les la Loi sur l'emploi dans la fonction publique afin de constituée conformément aux articles 10 et 16(1) de approuvée. But : Cette banque de données a été la direction dont la candidature au PPACS a été qe bersonnes: Les membres de la catégorie de déterminé, notes du bureau du programme. Catégorie documentation relative à une nomination à un niveau au programme de gestion des cadres supérieurs et mentorat et assistance professionnelle, participation candidat et évaluation du rendement s'y rapportant, personnalisés, renseignements sur les affectations du auto-évaluation du participant, plans d'apprentissage de la sélection, résultats du processus d'intégration; rendement antérieur et d'entrevue du jury de révision tous azimuts, résultats d'entrevue portant sur le correspondance, references, questionnaire d'evaluation coufeuir ce dni snit: renseignements personnels, Description: Cette banque de données peut barticipantes et participants cadres supérieurs (PPACS) : répertoire des

> a cessé de faire partie du Programme; les dossiers lisibles par machine sont conservés pendant vingt cinq (25) ans et sont ensuite détruits. **No. APC**; 94-001 **Renvoi au dossier #**; CFP DGD 031 **Enregistrement Renvoi au dossier #**; CFP DGD 031 **Enregistrement**

de fichier: CFP PCE 782 010 Enregistrement (SCT): 005182 Numéro APC: Sous revue. Renvoi au dossier #: CFP DAE conservées indéfiniment pour fin de statistiques. No. sont ensuite détruits. Les données informatisées sont deux (2) ans à partir de l'achèvement du service et de services en médiation sont conservés pendant renseignements sur papier concernant les demandes sont inactifs pendant deux (2) ans et sont détruits. Les médiateurs qui ne participent plus au programme renseignements sur papier des médiateurs et coactifs pendant leur participation au programme. Les sur papier des médiateurs et co-médiateur demeurent conservation et de destruction : Les renseignements servent également aux fins de statistiques. Normes de le but de tenter de régler conflit en milieu de travail. Ils et agences participants du gouvernement fédéral dans médiateurs et co-médiateurs soit référés aux ministères renseignements sont utilisés pour que les services des conflit en milieu de travail. Usages compatibles: Les pnt de tenter de régler un cas de harcèlement ou un sdeuces barticipants du gouvernement fédéral dans le référant leur service, sur demande, aux ministères et co-médiateurs de divers ministères et agences et en répertoire de médiateurs tormés et expérimentés et de programme. But: Ce fichier existe pour maintenir un médiateurs qualifiés et co-médiateurs acceptés au demandeurs pour participer au programme et médiateurs. Catégorie de personnes: Fonctionnaires curriculum vitaes, évaluations des médiateurs et code services, profiles de médiateurs et co-médiateurs, Description: Ce fichier peut contenir des demandes Programme de partage des médiateurs

fins d'examen et de prise de décisions par les de consigner et de tournir des renseignements pour l'approbation ou le rejet des candidatures au PPACS, consigner et fournir des renseignements concernant l'emploi dans la fonction publique afin de pouvoir conformément aux articles 10 et 16(1) de la Loi sur But : Cette banque de données a été constituée présenté une demande de participation au PPACS. Les membres de la catégorie de la direction qui ont pnieau du programme. Catégorie de personnes: résultats du processus d'intégration et notes du anteneur et entrevue du jury de révision de la sélection, tous azimuts, entrevue portant sur le rendement curriculum vitae, références, questionnaire d'évaluation personnels, demandes de participation au programme, contenir ce qui suit : correspondance, renseignements Description: Cette bandue de données peut candidates et candidats cadres supérieurs (PPACS) : répertoire des Programme de perfectionnement accèlère des

femmes. But : On a institué le fichier en vertu de

candidats et des participantes et participants economistes: repertoire des candidates et Programme de formation accélérée pour les 002297 Numéro de fichier: CFP PCE 758 DGD 030 et CFP DGD 040 Enregistrement (SCT): détruits. No. APC: 94-001 Renvoi au dossier #: CFP sont conservés pendant vingt cinq (25) ans, puis sont ensuite détruits. Les documents lisibles à la machine que le participant a terminé son affectation, et ils sont qossiers sont conservés pendant cinq (5) ans après Normes de conservation et de destruction : Les tédéraux et les comités d'équité en matière d'emploi. Secrétariat du Conseil du Trésor, les ministères prepares pour la Commission de la fonction publique, le statistiques et aux rapports d'information de gestion initiatives/programmes. Il sert egalement aux rapports barticipants et à mesurer l'efficacité de chaque surveiller les progrès accomplis par les participantes et spéciales. Usages compatibles: Le fichier sert à participants au Programme d'initiatives des mesures consigner des renseignements sur les participantes et l'autorisation no. 789462 du Conseil du Trésor pour

cinq (5) ans après que la participante ou le participant

participantes et participants sont conservés pendant

barticipantes et participants sont conservés pendant

conservation et de destruction: Les dossiers des

et sont ensuite détruits. Les dossiers imprimés des

deux (2) ans après la présentation des demandes

des tins de statistiques et d'etudes). Normes de

on Lemploye afin de faire le suivi de l'evolution

statistiques. Il est relie aux systèmes touchant la

de la gestion générale des affectations et à des fins

les demandes faites dans le cadre du PFAE, en vue

personnes qui ont participé au programme. Usages

compatibles: Ce fichier est utilisé pour conserver

de tenir des dossiers rétrospectifs sur toutes les

tormation accèlèrée pour les économistes, et afin

bersonnes qui veulent participer au Programme de

la tonction publique, afin de tournir un répertoire de

participent au PFAE. But: Ce fichier existe en vertu

Fonctionnaires et non-fonctionnaires faisant une

documents écrits destinés aux participantes et

et aux descriptions de travail ainsi que d'autres

sécurité, aux déplacements, à la formation, aux

demande au PFAE ou personnes qui ont participé ou

barticipants du Programme. Catégorie de personnes:

notes de reclassification, aux évaluations de rendement

descriptions/ententes d'affectations ministérielles, aux

aussi contenir des documents administratifs liés à la

ou des présentations, des notes de dossier et des

candidates et candidats au Programme. Ce fichier peut messages transmis par télécopieur pour tous les

d'entrevue, des notes du centre d'évaluation, des notes

vitae, des demandes, des relevés de notes, des notes

Description: Ce fichier peut contenir des curriculums

des articles 5, 10, 11 et 16 de la Loi sur l'emploi dans

brotessionnelle des participantes et participants (à

gestion des répertoires et de l'évolution de l'employée

Programme des emplois non traditionnels pour les Programme des carrieres du Grand Nord et le ustional de perfectionnement des autochtones, le d'emploi pour les minorités visibles, le Programme pour les personnes handicapées, le Programme des mesures spéciales, incluant le Programme d'accès participantes et participants au Programme d'initiatives bauticipants. Categorie de personnes: Les conservées dans les archives des ministères cobies des documents peuvent également être conservés par les bureaux régionaux de la CFP. Des snivi. Les documents ou les dossiers officiels sont la formation, y compris les transactions et les dates de dotation, ainsi que des details sur l'emploi à la suite de ettres d'offre, des rapports sur les opérations de description du poste, l'évaluation de la formation, des tormulaire d'autorisation médicale et psychiatrique, la formation, la lettre d'entente, le plan de formation, le l'identification du stagiaire, la situation relative à la pour les temmes. Par exemple, ce fichier peut contenir Nord et le Programme des emplois non traditionnels Autochtones, le Programme des carrières du Grand Programme national de perfectionnement des Programme d'emploi pour les minorités visibles, le spéciales tels que le Programme d'accès, le participants au Programme d'initiatives des mesures tormation en cours d'emploi des participantes et renseignements concernant les affectations de Describtion: Oe tichier peut contenir des barticipants (a cessé en 1998) spéciales (PIMS) : répertoire des participantes et Programme d'initiatives des mesures (SCT): 001952 Numéro de fichier: CFP PCE 729

Renvoi au dossier #: CFP DGD 065 Enregistrement cinq (5) ans, et sont ensuite détruits. No. APC: 94-001 barticipants sont conservés pendant une période de beliode de deux (2) ans et ceux des non-tonctionnaires tonctionnaires participants sont conservés pendant une detruits. Apres la fin de l'affectation, les dossiers des (2) ans après être déclarés inactifs et sont ensuite csudidats sont conservés pendant une période de deux et de destruction : Les dossiers des candidates et de gestion des répertoires. Normes de conservation génèrale du programme. Ce fichier est relié au système Usages compatibles: Ce fichier sert à la gestion es bersonnes du ont participé à ce programme. maintenir un dossier chronologique concernant toutes dans le programme d'Echanges Canada, et afin de répertoire de personnes qui veulent obtenir un poste l'emploi dans la fonction publique afin de fournir un en vertu des articles 5, 10, 11 et 16 de la Loi sur qui ont terminé une affectation. But : Ce fichier existe Programme d'Echanges Canada, ou qui ont obtenu, ou tonctionnaires qui ont postulé des postes au Catégorie de personnes: Fonctionnaires et nonprogramme. Certains renseignements sont informatisés. les notes d'entrevue et autre correspondance reliée au d'appréciation, les contrats, les descriptions de tâches, les rapports d'évaluation du rendement et

leur retrait du répertoire par la CFP, puis ils sont détruits. Certains renseignements sont informatisés et conservés à des fins statistiques pendant vingt (20) ans. No. APC : À l'étude. Renvoi au dossier # : CFP DGD 065 Enregistrement (SCT) : 004021

CFP PCE 746 Enregistrement (SCT): 003926 Numèro de fichier: l'étude. Renvoi au dossier # : CFP DGD 033 nouveaux renseignements à la CFP. No. APC : A mesure que les ministères particpants transmettent de dossiers informatiques sont mis à jour au fur et à pendant deux (2) ans après la fin du programme. Les destruction: Les dossiers de base sont conservés professionnelle, etc. Normes de conservation et de publique, ateliers ou séminaires sur la reconversion financiers, placements à l'extérieur de la tonction a, ettectits: orientation protessionnelle, conseils de divers autres services liès au réamenagement aussi être utilisés par les agents de négociation aux fins tonctionnaires concernés, ces renseignements peuvent l'efficacité du programme. Avec le consentement des broduire des rapports statistiques ou à évaluer Ces renseignements peuvent également servir à comités d'aide à l'adaptation. Usages compatibles: communiqués aux unités de négociation participant aux interne et externe. Ces renseignements peuvent être électronique ainsi que par les services de courrier benneut etre transmis aux ministères par courrier renseignements communiqués sont enregistrés et les ministères participant au programme. Les de candidature sont reçues et distribuees a tous les échanges avec des remplaçants. Les listes ministèrielles et ententes interministèrielles concernant squinistration et la coordination des activités gestion du programme d'échange, en vue de faciliter a été créée pour donner suite à la politique sur la avec des remplaçants. But : La banque de données les listes de candidatures au programme d'échanges fonctionnaires fédéraux qui ont demandés à être sur ministèriel. Catégorie de personnes: Les du poste, nom et numéro de téléphone du contact region, date de disponibilité, principales exigences tonctionnaire, classification, compétences linguistiques, peut contenir divers renseignements de base : nom du publique ou par un bureau destiné à cette fin. La liste les bureaux régionaux de la Commission de la fonction des remplaçants. Ce programme est coordonné par candidature aux fins du programme d'échanges avec liste des tonctionnaires tédéraux qui ont soumis leur Description: Cette banque de données contient la Programme d'échanges avec des remplaçants

Programme d'Echanges Canada: répertoire des candidates et candidates et des participants Description: Ce fichier peut contenir les curriculum vitae, les notes concernant les cas où la candidature de vitae, les notes concernant les cas où la candidature de

l'intéressé a été étudiée, les relevés des présentations,

Enregistrement (SCT): 004020 Numéro de fichier: APC: A l'étude. Renvoi au dossier #: CFP DGD 065 à des fins statistiques pendant vingt (20) ans. No. présenté une demande sont informatisés et conservés Certains renseignements sur tous les candidats qui ont retrait du répertoire par la CFP, puis ils sont détruits. i.e. suite à leur nomination à un poste de SMA ou à leur fin de leur participation au processus de préqualification conservés pour une période de dix (10) ans après la fichiers des participants. Ces renseignements sont répertoire des SMS sont transférés à la banque des dossiers sur papier d'un employé qui a été nommé au pendant cinq (5) ans, après quoi ils sont détruits. Les dont la candidature n'est pas retenue sont conservés destruction: Les dossiers sur papier d'un candidat au processus. Normes de conservation et de en ce dui concerne l'approbation des candidatures et à fournir des renseignements au CHF et à la CFP Usages compatibles: La banque sert à consigner et la Commission de la fonction publique (CFP). de Sélection, le Comité des hauts fonctionnaires (CHF) des comités de préselection et du Comité de Révision d'examen et de prise de décisions par les membres de consigner et de tournir des renseignements pour fins rejet des candidatures au processus de préqualification,

Processus de préqualification des

CFP PCE 770

i.e. suite à leur nomination à un poste de SMR ou à de leur participation au processus de préqualification papier sont conservés pendant dix (10) ans apres la fin conservation et de destruction : Tous les dossiers au niveau SMA à ces candidats. Normes de des ministères qui offrent des possibilités d'emploi à fournir ces renseignements aux cadres superieurs les participants nommes au répertoire des SMA et paudne sert à consigner des renseignements sur un niveau déterminé. Usages compatibles : La CFP des renseignements relatifs aux nominations à nommés au répertoire des SMS et pour tournir à la et de fournir des renseignements sur les participants l'emploi dans la fonction publique afin de consigner conformément aux articles 10 et 16(1) de la Loi sur SMA. But: Cette banque de données a ete constituée équivalents EX qui ont été nommés au répertoire des Les membres de la catégorie de la direction et les du bureau du programme. Catégorie de personnes: relative à une nomination à un niveau déterminé, notes mentorat et assistance professionnelle, documentation candidat et évaluation du rendement s'y rapportant, personnalisés, renseignements sur les affectations du évaluation du participant, plans d'apprentissage d'entrevue du jury de révision de la sélection, autod'entrevue portant sur le rendement antérieur et questionnaire d'évaluation tous azimuts, résultats correspondance, vérification des références, contenir ce qui suit : renseignements personnels, Description: Cette banque de données peut des participantes et participants Sous-ministres adjoints (SMA): répertoire

001447 Numéro de fichier: CFP PCE 704 au dossier #: CFP DGM 022 Enregistrement (SCT):

Numéro de fichier: CFP PCE 709 CFP DGD 033 Enregistrement (SCT): 001452 indéfiniment. No. APC: 96-040 Renvoi au dossier #: Certains renseignements informatisés sont conservés de la fin du statut de priorité, puis sont ensuite détruits. conservés pendant cinq (5) ans à compter de la date CONSERVATION Et de destruction: Les dossiers sont pour tins de contrôle et de statistiques. Normes de ministeres, aux syndicats et a la gestion de la CFP sont régulièrement remis au Conseil du Trésor, aux afin de leur trouver un poste. Des rapports ad hoc a, nue nomination et à entreprendre des recherches ayant une priorité statutaire ou réglementaire en vue compatibles: Ce fichier sert à identifier les personnes ayant une priorité réglementaire de nomination. Usages vue de fournir des renseignements sur les personnes politiques de la Commission de la tonction publique en réglementaire. Il existe aussi conformément à diverses ant les personnes ayant une priorité statutaire ou publique en vue de fournir des renseignements à 43 du Règlement sur l'emploi dans la fonction l'emploi dans la fonction publique et aux articles 34 conformément aux articles 29, 30 et 33 de la Loi sur statutaire ou réglementaire. But : Ce fichier existe et autres personnes qui ont une priorité de nomination informatisés. Catégorie de personnes: Fonctionnaires devenu handicape(e). Certains renseignements sont employé(e) devenu handicapé(e), et employé militaire excédentaire, réintégration, réinstallation du conjoint, personnel des ministres, mise en disponibilité, aux ministères. Les genres de priorité sont : congé, statutaires et les résultats des présentations faites renseignements sur les priorités réglementaires ou renseignements personnels de base, des Description: Ce fichier peut contenir des sur l'emploi dans la fonction publique dans la fonction publique et le Règlement Priorités prévues par la Loi sur l'emploi

des candidates et candidats Sous-ministres adjoints (SMA): répertoire Processus de préqualification des

des renseignements concernant l'approbation ou le fonction publique afin de pouvoir consigner et fournir aux articles 10 et 16(1) de la Loi sur l'emploi dans la banque de données a été constituée conformement processus de préqualification des SMA. But : Cette qui ont présenté une demande de participation au de la catégorie de la direction et les équivalents EX brogramme. Catégorie de personnes: Les membres jury de révision de la sélection et notes du bureau du portant sur le rendement antérieur et entrevue du questionnaire d'évaluation tous azimuts, entrevue curriculum vitae, vérification des références, personnels, demandes de participation au programme, contenir ce qui suit : correspondance, renseignements Descubtion: Oette pandue de données bent

> CFP PCE 781 Enregistrement (SCT): 005181 Numero de fichier: détruites. Renvoi au dossier # : CFP DAE 010 sont conservées pendant cinq (5) ans et sont ensuite et sont ensuite détruits. Les données informatisées pendant cinq (5) ans à partir de la date d'achèvement de médiation et d'encadrement, sont ensuite inactifs demeurent actifs pendant le processus d'enquête,

Numèro de fichier: CFP PCE 739 in CFP DGF 105 Enregistrement (SCT): 001482 détruits. No. APC: 93-003 Renvoi au dossier #: sont ensuite conservés pendant vingt (20) ans et sont demeurent actifs pendant la période de formation, sont ensuite détruits. Les renseignements informatisés pendant vingt (20) ans après la fin de la formation et et de destruction : Les dossiers sont conservés de nature administrative. Normes de conservation à fournir à Formation linguistique Canada des données pédagogiques à l'intention du personnel enseignant et formation linguistique, à formuler des recommandations renseignements servent à évaluer l'aptitude à réussir la l'entrevue d'orientation. Usages compatibles : Les des tests et les renseignements recueillis lors de dans la tonction publique afin d'enregistrer les résultats contormément à l'article 5(b) de la Loi sur l'emploi en tormation linguistique de base. But : Ce fichier existe a, nue nomination non impérative ou d'une inscription dni out anni le processus d'orientation en prévision Candidates et candidats à la formation linguistique formation prévue. Catégorie de personnes: le pronostic, la leçon recommandée et la durée de et de classement, le rapport de l'entrevue préliminaire, personnelles de base, les résultats des tests d'aptitude Description: Ce fichier peut contenir des données Orientation linguistique

puis sont ensuite détruits. No. APC: 94-034 Renvoi compter de la date de terminaison de l'exemption, dossiers sont conservés pendant cinq (5) ans à Normes de conservation et de destruction: Les personnes nommées en vertu d'un décret d'exemption. uoms des employes de certaines catégories ou des sert a faire connaitre à chaque année au Parlement les vertu de l'article 41. Usages compatibles: Ce fichier tonction publique exclus des dispositions de la Loi en certaines catégories ou des personnes nommées à la compte au Parlement des noms des employés de la tonction publique en vue de consigner et de rendre des articles 37, 41 et 47 de la Loi sur l'emploi dans But: Ce tichier existe conformément aux dispositions certaines dispositions de la Loi en vertu de l'article 41. nommées à la fonction publique exemptées de règlement. Catégorie de personnes: Personnes personnels de base, le décret d'exemption et le Cabinet au gouverneur en conseil, des renseignements recommandations de la Commission et du ministre du Description: Ce fichier peut contenir les qectet d'exemption Personnes nommées en vertu d'un

généraux. Normes de conservation et de destruction: Les dossiers sont conservés pendant sept (7) ans suivant un renvoi ou une rétrogradation, puis sont ensuite détruits. No. APC: 94-034 Renvoi au dossier #: CFP DGM 022 Enregistrement (SCT): 001449 Numéro de fichier: CFP PCE 706

(SCT): 001478 Numéro de fichier: CFP PCE 735 Renvoi au dossier #: CFP DGF 120 Enregistrement après la période de formation. No. APC: 96-040 informatisées sont conservées pendant dix (10 ans) de formation, puis sont ensuite détruits. Les données conservés pendant cinq (5) ans après la fin de l'activité de conservation et de destruction : Les dossiers sont par Formation et perfectionnement Canada. Normes donner les cours de formation professionnelle offerts sert à fournir les renseignements nécessaires pour cadres de direction. Usages compatibles: Le fichier brogrammes d'apprentissage, d'èvaluation et des un cours de gestion offert par Direction générale des qui ont suivi ou qui suivent un cours professionnel ou de tenir des dossiers sur les employés et les personnes sur l'emploi dans la fonction publique en vue d'établir et conformément aux dispositions de l'alinéa 5(b) de la Loi perfectionnement Canada. But: Ce fichier existe ou un cours de gestion offert par Formation et qui ont suivi ou qui suivent un cours professionnel Canada. Catégorie de personnes: Toutes personnes de cours pertinent à Formation et perfectionnement ces renseignements sont priées d'indiquer le numéro suivis. Toutes les personnes qui veulent avoir accès à cours et des données administratives sur les cours renseignements de base sur les participants à des Description: Ce fichier peut contenir des Information et inscription aux cours

Médiation, enquête et encadrement dans la prévention et le Règlement du harcèlement en milieu de travail Description: Ce fichier peut contenir des renseignements personnels de base, des extraits du dossiers de l'employé, des notes d'entrevues du dossiers de l'employé, des notes d'entrevues du dossiers de l'employé, des notes d'entrevues

conservation et de destruction : Les dossiers également aux fins de statistiques. Normes de recommandations soient faites, s'il y a lieu. Ils servent de travail soit examiné et que des conclusions et sout recueillis atin que la plainte ou le conflict en milleu ministère. Usages compatibles: Les renseignements la médiation ou l'encadrement sur demande par le bonk recueillir des renseignements pendant l'enquête, en vue d'agir à titre d'organisme-ressources expert fichier existe conformément au décret C.P. 2001-955 règlement du harcèlement en milieu de travail. But : Ce Politique du Conseil du Trésor sur la prévention et le la Direction générale des recours conformément à la de l'enquête, la médiation ou d'encadrement fournit par personnes: Fonctionnaires impliqués dans le service d'entente et des rapports d'enquête. Catégorie de lettres, des évaluations du rendement, des protocoles allégations ou des plaintes, des notes de service, des du dossiers de l'employé, des notes d'entrevues, des renseignements personnels de base, des extraits

> Enregistrement (SCT): 001458 Numéro de fichier: APC: 96-040 Renvoi au dossier #: CFP DGD 030 dix (10) ans. Les dossiers sont ensuite détruits. No. d'examinateur sont également conservés pendant dossiers des personnes qui n'ont pas exercé la fonction que l'employé a quitté son poste d'examinateur. Les Tous les dossiers sont conservés dix (10) ans après besoin. Normes de conservation et de destruction: évaluations et de prendre des mesures correctives, au renseignements permettant d'assurer la qualité des des examinateurs de l'ELS. Il fournit également des requises, à la formation et la certification/accréditation consigner des renseignements ayant trait aux qualités Usages compatibles: Ce fichier est utilisé pour l'accréditation/ certification des examinateurs de l'ELS. vue de consigner les renseignements concernant 20 de la Loi sur l'emploi dans la fonction publique en conformément aux dispositions des articles 5(1), 16 et et de corriger les tests d'ELS. But : Ce fichier existe orale ou ceux qui ont reçu l'autorisation d'administrer participé au Programme de certification de l'interaction Catégorie de personnes: Fonctionnaires ayant recueillis dans le cadre de l'accréditation/certification. ainsi que les autres renseignements administratifs recommandations des moniteurs/agents de contrôle tests, les lettres de certification, les commentaires et certification, les formulaires d'accord d'utilisation de

> responsabilité ayant été déléguée aux administrateurs L.C., 1992, c.54, ne relèvent plus de la CFP, cette vigueur de la Loi sur la Réforme de la fonction publique, recommandations, sauf celles faites avant l'entrée en Parlement. NOTE: Depuis le 1er janvier 1993, ces aux fins des rapports de la Commission au décision. Il servait aussi à fournir des renseignements au renvoi ou à la rétrogradation et de prendre la bonne administrateurs généraux, avant juin 1993, relativement Commission d'évaluer les cas présentés par les renseignements nécessaires afin de permettre à la Usages compatibles: Le fichier servait à fournir les été recommandé par les administrateurs généraux. les employés dont le renvoi ou la rétrogradation a publique) en vue de consigner les renseignements sur par l'article 21 de la Loi sur la Réforme de la fonction l'emploi dans la fonction publique (maintenant révoqué existait conformément à l'article 31 de la Loi sur par les administrateurs généraux. But : Ce fichier dont le renvoi ou la rétrogradation a été recommandé l'employé. Catégorie de personnes: Fonctionnaires avis de renvoi ou de rétrogradation au ministère et à Commission, la décision de la Commission, et les la recommandation de la Secrétaire générale à la la rétrogradation, la décision d'appel, s'il y a lieu, Oomission ainsi que les motifs du renvoi ou de recommandation de l'administrateur général à la renseignements personnels de base; la Description: Ce fichier peut contenir des puis 1993, la CFP n'assume plus cette fonction)

> > Fonctionnaires renvoyés ou rétrogradés (de

CFP PCE 715

CFP DAE 010 Enregistrement (SCT): 001446 sont conservées pendant cinq (5) ans et sont ensuite et sont ensuite détruits. Les données informatisées enquête formelle sont conservées pendant deux (2) ans ensuite inactifs pendant cinq (5) ans et sont détruits. l'enquête, l'étape de conciliation ou de divulgation, sont comité d'enquête ou pour la préparation d'un dossier documents de référence en vue de la création d'un être prises s'il y a lieu. Il sert également à préparer les faites et que des mesures de redressement puissent examinées, que des recommandations puissent être sont recueillis pour que les allégations puissent être du Trésor. Usages compatibles: Les renseignements lieux de travail tel que défini dans la politique du Conseil fonction publique, les plaintes de harcèlement sur les l'application de la Loi et Règlement sur l'emploi dans la

entrés dans le système des résultats aux tests (voir le l'évaluation linguistique. Les résultats aux tests sont Commission et du Conseil du Trésor au sujet de et à d'autres fins, tel que stipulé dans l'entente de la nomination aux postes bilingues de la fonction publique linguistique des candidats évalués aux fins de consigner des renseignements ayant trait à l'évaluation candidates. Usages compatibles: Le fichier sert à compétence en langue seconde des candidats et l'emploi dans la fonction publique pour évaluer la conformément aux articles 16 et 20 de la Loi sur bureaux régionaux de la CFP. But : Ce fichier existe compétence en langue seconde administrée par les Fonctionnaires ayant subi une évaluation de la résultats de l'évaluation. Catégorie de personnes: la cassette de l'entrevue orale, les rapports et les résultats, les renseignements personnels généraux, d'évaluation de langue seconde et le formulaire des Describtion: Ce tichier peut contenir la demande des bureaux régionaux Evaluation de langue seconde à partir Numèro de fichier: CFP PCE 703 détruites. No. APC: 94-001 Renvoi au dossier #: Les dossiers de plaintes qui ne deviennent pas une destruction: Les dossiers demeurent actits pendant de Cour fédérale. Normes de conservation et de

Description: Ce fichier peut contenir des seconde (ELS) Examinateurs de l'Evaluation de langue

001467 Numéro de fichier: CFP PCE 714

ensuite détruits. No. APC: 96-040 Renvoi au

conservés pendant trois (3) ans, les cassettes

consente à l'effacement avant cette date, et sont

dossier #: CFP DGD 030 Enregistrement (SCT):

entrevues pendant deux (2) ans, à moins que l'employé

conservation et de destruction : Les dossiers sont

fichier CFP PCE 718) et peuvent êtres entrés dans les

répertoires de candidates et candidats. Normes de

l'ELS: les formulaires d'inscription au Programme de ELS, ainsi que des évaluateurs d'interaction orale de au controle des administrateurs et correcteurs de tests renseignements relatits à l'accréditation/certification et

> de fichier: CFP PCE 732 DGD 065 Enregistrement (SCT): 001475 Numéro détruits. No. APC: 94-001 Renvoi au dossier #: CFP d'expiration de la liste d'admissibilité, puis sont ensuite

conservés pendant trois (3) ans à compter de la date

en vue d'affectations éventuelles. Normes de accepter la nomination de cadres du secteur privè fédéraux aux organismes du secteur privé, soit candidats et pour, soit référer les cadres supérieurs Les renseignements sont utilisés pour évaluer les out participe au programme. Usages compatibles: chronologique concernant toutes les personnes qui affectations éventuelles. Il sert également de dossier dni out été présentés au programme pour des but de maintenir un inventaire des cadres supérieurs on out terminé une affectation. But : Ce fichier a pour brésentés, qui participent actuellement au programme, tèdèral et les cadres du secteur privé qui ont été bersonnes: Cadres supérieurs du gouvernement et les conseils fournis aux candidats. Catégorie de les affectations, les sélections, l'inventaire, l'orientation curriculum vitae et autre correspondance concernant des descriptions de postes, des notes d'entrevues, des a, évaluation et d'examen de rendement, des ententes, des renseignements biographiques, des rapports Description: Ce fichier peut contenir des présentations, (a pris fin en 1994) milieux d'affaires et l'administration fédérale Echanges de cadres de direction entre les

des renseignements sur les enquêtes portant sur du décret C.P. 1986-2350 en vue de consigner de la Loi sur l'emploi dans la tonction publique et existe conformément aux dispositions de l'article 7.1 bersonnes impliquees dans la plainte. But: Ce fichier défini dans la politique du Conseil du Trésor, et les plaintes de harcèlement sur les lieux de travail tel que l'emploi dans la tonction publique, ainsi que des bortant sur l'application de la Loi et Règlement sur une plainte auprès de la Direction générale des recours Categorie de personnes : Fonctionnaires ayant logé des représentants d'employés ou des plaignants. activites de conciliation auprès des ministères, contenir aussi des renseignements relatifs à des d'entente et le rapport d'enquête officiel. Il peut qn rendement, des coupures de presse, des protocoles des notes de service et des lettres, des évaluations notes de l'entrevue, des allégations ou des plaintes, gossier de l'employe et du dossier de concours, des Description: Ce fichier peut contenir les extraits du Enquêtes

(SCT): 001909 Numéro de fichier: CFP PCE 757

(2) ans et sont ensuite détruits. No. APC: 94-001

In d'une affectation et sont ensuite detruits. Les

couseinés pour une période de deux ans après la

conservation et de destruction : Les dossiers sont

Henvoi au dossier #: CFP DGD 066 Enregistrement

participé au programme sont conservés pendant deux

renseignements concernant les candidats qui n'ont pas

(SCI): 001462 Numero de fichier: CFP PCE 719 Renvoi au dossier #: CFP DGD 030 Enregistrement répertoire et sont ensuite détruits. No. APC: 96-040 compter de la date de la plus récente inscription au dossiers sont conserves pendant deux (2) ans a Normes de conservation et de destruction: Les les employes du ont demande une mutation laterale. sert à présenter aux ministères et aux organismes de la direction. Usages compatibles: Le fichier professionnelle, et technique, à l'exception du groupe l'administration et du service extérieur, scientifique et de soutien administratif, de l'exploitation, de demande de mutation latérale dans les catégories renseignements sur les employés ayant fait une But: Ce fichier existe en vue de fournir des ayant présenté une demande de mutation latérale. references. Categorie de personnes: honctionnaires des presentations ainsi que les verifications des actuel, le rapport d'évaluation-orientation, les résultats confirmant le groupe, le niveau et le type d'emploi de demande de mutation, une lettre du ministère

conservation et de destruction : Les dossiers sont a, evaluation et aupres des ministeres. Normes de des candidates et candidats et des résultats ce tichier peuvent être obtenus à partir des repertoires suite à la sélection. Les renseignements que confient sejection en vue d'expliquer les raisons de la décision peuvent être tournis aux participants à un processus de la Commission. Sur demande, des renseignements nominations dans le groupe de la direction faites par sert à tournir des renseignements concernant les tonction publique. Usages compatibles: Ce fichier de la direction administrés par la Commission de la renseignements concernant les concours du groupe bnplique en vue de consigner et de fournir des I SUICIE 10 de la Loi sur l'empioi dans la tonction Commission. But: Ce fichier existe conformement à concours du groupe de la direction administré par la bersonnes: Toutes personnes qui participent à un le numero de concours approprie. Catégorie de des renseignements personnels sont prièes d'indiquer dni remplissent un tormulaire de demande d'acces a buses eu cousigeration bont le boste. Les personnes de vérification des références et une liste des personnes la nomination des cadres de la direction, les résultats individuels des candidats du Centre d'evaluation pour de tâches, les demandes d'emploi, les rapports des postes et les énoncés de qualités ; les descriptions de dotation sans délègation; les tableaux descriptifs d'information sur les langues officielles ; les demandes du rapport d'operation de dotation; les formulaires les lettres disant qu'il n'y a pas eu d'appel, les copies ayant échoué; les avis de droit d'appel s'il y a lieu; d'acceptation; les lettres destinees aux candidats (rapports des jurys); les lettres d'offre; les lettres inguistiques ; les notes de service à la Commission sécurité; les résultats obtenus aux examens Description: Ce fichier peut contenir les cotes de Dotation des cadres de la direction

DGD 065 Enregistrement (SCT): 001466 Numéro de fichier: CFP PCE 723

fichier: CFP PCE 717 050 Enregistrement (SCT): 001460 Numèro de No. APC: 94-034 Renvoi au dossier #: CFP DGD dans les Archives nationales pour une période indéfinie. detruits, saut pour certains dossiers qui sont conserves sont conservés pendant vingt (20) ans et sont ensuite de conservation et de destruction : Les dossiers dècret d'exclusion sur les langues officielles. Normes on de passer outre à un pronostic négatif selon le exclusion, ou une prolongation du temps d'exemption, la fonction publique d'accorder ou de refuser une compatibles: Ce fichier permet à la Commission de pronostic negatif aux fins de nominations. Usages leur temps d'exemption, soit de passer outre à un langue officielle, soit de recevoir une prolongation de exigences linguistiques de leur poste en leur seconde soit d'être exclus de l'obligation de satisfaire aux dossier des employès qui demandent à la Commission consigner les renseignements concernant l'examen du For any l'emplor dans la fonction publique en vue de l'article 20 (et dans certains cas, à l'article 10) de la prolongation. But: Ce fichier existe conformément à syant tait une demande tormelle d'exclusion ou de certains cas. Categorie de personnes: Honctionnaires des ministères et la décision de la Commission dans médicaux, des documents pertinents; les demandes renseignements personnels de base, des certificats Description: Ce fichier peut contenir des Décret d'exemption sur les langues officielles

fichier: CFP PCE 743 022 Enregistrement (SCT): 001684 Numero de No. APC: 86-001 Renvoi au dossier #: CHP DGM deux (2) ans après la demande et sont ensuite détruits. de destruction : Les dossiers sont conserves pendant pour fins de statistiques. Normes de conservation et pour répondre aux plaintes reçues en vertu des lois et fichier est utilisé pour consigner et traiter les demandes, taites en vertu des lois. Usages compatibles: Ce es demandes de communication de renseignements brotection des renseignements personnels pour traiter l'acces à l'information et à l'article 12 de la Loi sur la Ce tichier existe contormement à l'article 4 de la Loi sur la protection des renseignements personnels. But: vertu de la Loi sur l'accès à l'information ou la Loi sur demande officielle d'accès à des renseignements en Fonctionnaires et non tonctionnaires ayant fait une traitement des demandes. Catégorie de personnes: réponses à ces demandes et l'information rattachée au de demande de communication de renseignements, les Describtion: Oe fichier peut contenir les formulaires Demandes de communication de renseignements

Dossiers de la CFP sur les mutations (a pris fin en juin 1996)

Description: Ce fichier peut contenir le curriculum vitae, la dernière évaluation du rendement, le formulaire

CFP PCE 705 Enregistrement (SCT): 001448 Numero de fichier: APC: 94-034 Renvoi au dossier #: CFP DGM 022 pendant sept (1) ans, puis sont ensuite détruits. No. et de destruction : Les dossiers sont conservés Commission au Parlement. Normes de conservation renseignements aux fins des rapports de la puisse prendre sa décision et à fournir des renseignements nécessaires afin que la Commission Usages compatibles: Ce fichier sert à fournir les un employé qui désire briguer les suffrages. puisse décider si elle doit accorder un congé à consigner les renseignements afin que la Commission Loi sur l'emploi dans la fonction publique en vue de existe conformément aux articles 32, 33 et 34 de la choisi comme candidat ou candidate. But: Ce fichier ont demandé un congé en vue de se porter ou d'être journaux. Catégorie de personnes: Fonctionnaires qui du Canada, partie I, et à l'occasion, des coupures de candidate, les avis pour publication dans la Gazette de se porter ou d'être choisi comme candidat ou on de refuser le congé pour permettre au fonctionnaire Commission, la décision de la Commission d'autoriser recommandation de la Secrétaire générale à la de congé, l'opinion de l'administrateur général, la Description: Ce fichier peut contenir la demande Congés en vue de briguer les suffrages

Consultation et perfectionnement professionnel, Gestion de la diversité: niveau des cadres supérieurs (anciennement Direction de l'équité en matière d'emploi des Programmes des cadres de la direction)

Description: Ce fichier peut contenir des

94-001 Renvoi au dossier #: CFP déclarés inactifs, puis sont ensuite détruits. No. APC: deux (2) ans à compter de la date à laquelle ils sont de destruction : Les dossiers sont conservés pendant dans d'autres ministères. Normes de conservation et des clients pour des affectations de perfectionnement niveau EX et a commmuniquer avec eux, et a presenter admissibles à participer à des concours précis au clients, à déterminer les clients des groupes désignés sert à tenir des dossiers sur les réunions avec les du'ils ont choisis. Usages compatibles: Ce tichier brofessionnelle afin de réaliser les projets de carrière dui veulent obtenir des services de consultation les antécédents des membres des groupes désignés But: Ce fichier existe en vue de tenir un dossier sur consultation et de perfectionnement professionnels. handicapées qui ont obtenu des services de minorités visibles, des Autochtones, des personnes deux, comprenant des femmes, des membres des équivalents aux niveaux EX, EX moins un et moins désignés de l'équité en matière d'emploi à des niveaux Catégorie de personnes: Membres des groupes sur les évaluations et les vérifications des références. de carrière généraux, ainsi que des renseignements vitae, des renseignements professionels et des plans renseignements personnels de base, des curriculum

CFP DGD 065 et CFP DGD 034 Enregistrement (SCT): 001469 Numéro de fichier: CFP PCE 726

01459 Numéro de fichier: CFP PCE 716 au dossier #: CFP DGD 050 Enregistrement (SCT): et sont ensuite détruits. No. APC: 94-034 Renvoi conservés pendant une période de vingt cinq (25) ans ou suite au résultat de l'orientation linguistique sont de révision suite à un retrait de la formation linguistique destruction: Les dossiers concernant les demandes dans chaque cas. Normes de conservation et de cours de langue et pour prendre la décision pertinente 15 octobre 1984, ainsi que le renvoi des employes des résultats obtenus à l'évaluation linguistique avant le compatibles: Le fichier est utilisé pour réviser les présenté au Comité de révision linguistique. Usages renseignements sur les employés dont le cas a été dans la fonction publique en vue de consigner les aux dispositions de l'article 20 de la Loi sur l'emploi linguistique. But : Ce fichier existe conformément dont le cas a été présenté au Comité de révision linguistique. Catégorie de personnes: Fonctionnaires pertinentes et la décision du Comité de révision tests d'orientation, les lettres ou les notes de services d'évaluation, les tests diagnostiques, les résultats des avant le 15 octobre 1984, le rapport de l'agent résultats de l'Examen de connaissances de la langue de révision, le consentement écrit de l'employé, les Description: Ce fichier peut contenir la demande Comité de révision linguistique

CHA DCD 030 Enregistrement (SCT): 002298 détruits. No. APC: 85-016 Renvoi au dossier #: conservés pendant cinq (5) ans et ils sont ensuite conservation et de destruction : Les dossiers sont anpséquentes de l'individu concerné. Normes de utilisé à des fins de référence en vue de promotions recommandations du Comité des pairs et est parfois Le fichier sert à consigner les constatations et les concernant les promotions. Usages compatibles: Comité des pairs de formuler des recommandations renseignements sont compilés pour permettre au Irésor pour les groupes HR, UT,SE, et DS. Ces ub lieznoO el req est autorisée par le Conseil du pairs en vue d'une promotion. But : La cueillette de la détense (DS) qui ont été présentés au Comité des scientifique (SE-RES) et des Services scientifiques de l'Enseignement universitaire (UT), de la Recherche dans les groupes de la Recherche historique (HR), de réalisations. Catégorie de personnes: Fonctionnaires aussi contenir des travaux personnels et des listes de et les recommandations du Comité des pairs. Il peut lettres de références, des évaluations de rendement vitae, des lettres de présentation des ministères, des Description: Le fichier peut contenir des curriculum les promotions Comité interministériel des pairs concernant

Numero de fichier: CFP PCE 759

CFP PCE 772 Enregistrement (SCT): 004463 Numéro de fichier: au dossier #: CFP DGD 065 / CFP DGD 034 période indéfinie. No. APC : Sous revue. Renvoi données informatisées sont conservées pour une après l'évaluation, puis sont ensuite détruits. Les dossiers sont cont conservés pendant cinq (5) ans Normes de conservation et de destruction : Les personnes qui ont participé au Centre d'évaluation. et pour amasser des données normatives sur les aux candidates et candidats qui en font la demande le mérite. Il est aussi utilisé pour fournir de la rétroaction sélection des personnes qui y participent soit basée sur internes de perfectionnement, de façon à ce que la postes de cadres supérieurs ou à des programmes relatif à l'évaluation des candidates et candidats à des sert à consigner et à tournir tous les renseignements de perfectionnement. Usages compatibles: Ce fichier de cadres supérieurs ou à des programmes internes l'évaluation des candidates et candidats à des postes de consigner et de tournir des renseignements sur de la Loi sur l'emploi dans la fonction publique en vue conformément aux dispositions des articles 10 et 16(1) cadres de direction (CENCD). But: Ce fichier existe le Centre d'évaluation en vue de la nomination des Les personnes ayant fait l'objet d'une évaluation par des résultats d'évaluation. Catégorie de personnes: service et des lettres ; des données biographiques et Description: Ce fichier peut contenir des notes de des cadres de la direction (CENCD) Centre d'évaluation en vue de la nomination

indéfinie. No. APC: 96-040 Renvoi au dossier #: informatisées sont conservées pour une période l'évaluation, puis sont ensuite détruits. Les données gossiers sont conservés pendant cinq (5) ans après Normes de conservation et de destruction : Les les personnes qui ont participé au Centre d'évaluation. demande et pour amasser des données normatives sur rétroaction aux candidats et candidates qui en font la basée sur le mérite. Il est aussi utilisé pour fournir de la due la sélection des personnes qui y participent soit sutre programme ministériel semblable, de taçon à ce candidates et candidats au programme CAP ou à tout tous les renseignements relatifs à l'évaluation des compatibles: Ce fichier sert à consigner et à fournir à promouvoir le potentiel de gestion. Usages CAP ou à tout autre programme ministériel destiné l'évaluation des candidates et candidats au programme vue de consigner et de fournir des renseignements sur de la Loi sur l'emploi dans la fonction publique en conformément aux dispositions des articles 10 et 16(1) potentiel de direction (CEIPD). But: Ce fichier existe par le Centre d'évaluation en vue de l'identification du Jontes personnes ayant fait l'objet d'une évaluation les résultats de l'évaluation. Catégorie de personnes: service et des lettres ; des données biographiques et Description: Ce fichier peut contenir des notes de du potentiel de direction (CEIPD) Centre d'évaluation en vue de l'identification

indéfinie. Fichier statistique trimestriel (classé dans conservées dans des archives optiques de façon réaménagement de l'effectif (SRRE) : les données sont indéfinie. Système des rapports concernant le sont conservées dans des archives optiques de façon sont supprimés. Cependant les données de fin d'année conservés jusqu'à ce qu'ils soient périmés, puis ils séparations : les renseignements informatisés sont sont conservées de façon indéfinie. Système des sont transférées dans des archives optiques où elles conservées en direct pendant deux (2) ans, puis où la CFP le reçoit. Les données informatisées sont conservé pendant trois (3) ans à compter de la date (SGIN): le rapport sur les opérations de dotation est Système de gestion de l'information sur les nominations Normes de conservation et de destruction: d'identifier la personne à laquelle il se rapporte. permettrait, selon une estimation raisonnable, Aucun renseignement personnel est divulgué qui l'équité en matière d'emploi du C.T (SCT PCE 706). avec le Fichier de données sur les groupes visés par Pour des fins statistiques, cette information est jumelée bonk des fins de planification des ressources humaines. lichier des données longitudinales des fonctionnaires également utilisée pour développer et mettre à jour le tirée des fichiers des titulaires et de la mobilité est d'emploi du C.T. à des fins statistiques. L'information données sur les groupes visés par l'équité en matière renseignements sont aussi couplés avec le Fichier de répertoires des candidats et candidates de la CFP. Les titulaires/mobilité du Conseil du Trésor sont versés aux ins statistiques. Les renseignements des systèmes réguliers de la fonction publique, et pour d'autres e nombre d'étudiants qui deviennent des employés tracer la mobilité de l'employé(e) et de déterminer programmes. Cette information est utilisée afin de l'utilisation des ressources humaines et l'état des fins de d'autres rapports au Conseil du Trésor sur Commission de la fonction publique, ainsi qu'aux de dotation, à la production du rapport annuel de la ressources humaines, à la surveillance des activités statistiques, à la planification et à l'analyse des renseignements servent à l'établissement de rapports annuellement. Usages compatibles: Les laissé la fonction publique. Ce fichier est mis à jour au sein de la fonction publique fédérale ou qui ont

(SC1): 002299 Numero de fichier: CFP PCE 761

ans, puis sont transférés dans des archives optiques

les renseignements sont conservés pendant cinq (5)

et ensuite conservés dans des archives optiques de

l'environnement analytique en 1995-1996) : les renseignements personnels sont conservés pendant

façon indéfinie. Programmes d'emplois pour étudiants:

cinq (5) ans à partir du moment ou ils ont été recueillis,

S5-016/94-001/90-012/92-016 Renvoi au dossier #: CFP DGD 032 et CFP RAV 180 Enregistrement

et conservés de façon indéfinie. No. APC:

cinq (5) ans. No. APC: 94-001 Renvoi au dossier #: CFP DAE 005 Enregistrement (SCT): 001445 Numéro de fichier: CFP PCE 702

fichier: CFP PCE 780 005 Enregistrement (SCT): 005180 Numéro de sont ensuite détruites. Renvoi au dossier #: CFP DAE informatisées sont conservées pendant cinq (5) ans et cinq (5) ans et sont ensuite détruits. Les données le processus d'enquête, sont ensuite inactifs pendant destruction: Les dossiers demeurent actifs pendant de statistiques. Normes de conservation et de recommandations. Ils servent également aux fins irrégularités de dotation et de faire des recueillis afin d'enquêter sur les allégations et Usages compatibles: Les renseignements sont et 42 de la Loi sur l'emploi dans la tonction publique. à une enquête menée en vertu des articles 6(2) et (3) impliqués dans l'enquête. But : Ce fichier existe suite Fonctionnaires et non-fonctionnaires directement recueillis pendant l'enquête. Catégorie de personnes: Commission de la fonction publique sur les faits concernant les recommandations faites à la d'enquête. Il peut aussi contenir des renseignements rendement, des protocoles d'entente et des rapports des notes de service et des lettres, des évaluations de notes d'entrevues, des allégations ou des plaintes, dossiers de l'employé et du dossier de concours, des renseignements personnels de base, des extraits du Description: Ce fichier peut contenir des Autres Enquêtes

longitudinal des personnes nommées dans des postes (à partir du 1 er avril 1999), de développer un fichier publique, d'établir des estimés des activités de dotation de santé du système de dotation au sein de la fonction emplacements, de produire de l'information sur l'état répartition des tonctionnaires selon les ministères et les à la fonction publique (avant avril 1999), les départs, la de consigner des renseignements sur les nominations But: On a instauré cet environnement analytique afin fonction publique ou qui ont quitté la fonction publique. personnes qui ont été nommées à des postes dans la d'avril 1999. Categorie de personnes: loutes les d'autres ministères pour la période précédent le mois nomination ou des relevés statistiques reçus de Sondage spécial de la CFP, ainsi que des actes de du CT, de l'information extraite du programme de systèmes titulaire, mobilité et équité en matière d'emploi Ce fichier comprend aussi les données provenant des linguistique scolarité ou motifs de cessation d'emploi. professionnels, situation d'emploi, compétence d'identification de dossier personnel, antécédents sociale (dossiers antérieurs seulement), code personnels de base tels que : numéro d'assurance fonction publique et qui renferment des renseignements informatiques que tient à jour la Commission de la Description: Ce fichier regroupe des systèmes informatisés de relevés statistiques) Cadre analytique (antérieurement Systèmes

des renseignements sur les appels logés. Usages fonction publique en vue d'enregistrer et de fournir des articles 19 à 28 du Règlement sur l'emploi dans la 21 de la Loi sur l'emploi dans la fonction publique et fichier existe conformément aux dispositions de l'article appel ou qui sont en cause dans un appel. But: Ce Catégorie de personnes: Fonctionnaires qui ont fait la décision du comité d'appel qu'a reçue l'appelant(e). de la Direction générale des recours qui est indiqué sur personnels sont priées de fournir le numéro de dossier formulaire de demande d'accès à des renseignements délibérations. Les personnes qui remplissent un aussi renfermer des enregistrements sur bande des et une fiche de contrôle du dossier d'appel. Il peut processus de sélection, une décision du comité d'appel rendement du personnel lorsque utilisés dans le à l'audition y compris des formulaires d'évaluation de d'appel, les avis de sélection, des preuves produites Description: Ce fichier peut contenir les documents Auditions d'appels fichier: CFP PCE 721 050 Enregistrement (SCT): 001464 Numéro de No. APC: 94-034 Renvoi au dossier #: CFP DGD conservés indéfiniment pour savoir qui est accrédité. d'accréditation. Les renseignements informatisés sont sont conservés pendant deux (2) ans après la date de conservation et de destruction : Les dossiers préparation de rapports sur ces programmes. Normes de formation et de perfectionnement en dotation et la telles, par exemple, la planification de programmes statistiques et à des fins administratives générales Il sert également à produire divers rapports et analyses agents de dotation par le comité d'accréditation. renseignements à l'appui de l'accréditation des compatibles: Ce fichier sert à fournir des Loi sur l'emploi dans la fonction publique. Usages délégués conformément au paragraphe 6(1) de la relie à l'exercice de pouvoirs en matière de dotation de dotation vis-à-vis l'accréditation en ce qu'elle se des renseignements sur les consultants et consultantes Ce fichier a été conçu afin d'enregistrer et de fournir de dotation en personnel de la fonction publique. But: Catégorie de personnes: Consultants et consultantes également inscrits dans un répertoire automatisé.

Une partie des renseignements ci-dessus sont

d'emploi et évaluations de ces activités et affectations.

sont conservées sur microfiche pendant vingt (20) ans. Les données informatisées sont conservées pendant

l'article 18 de la Loi sur la Cour fédérale, les décisions

ans et sont ensuite détruits. Pour les dossiers qui sont

et les enregistrements sont conservés pendant deux (2)

compter de la date où elles ont été prises ; les dossiers

conservation et de destruction : Les décisions sont

appel afin que le président ou la présidente du Comité

renseignements recueillis au cours de l'audition d'un

transmis à la Cour fédérale du Canada en vertu de

conservées sur microfiche pendant vingt (20) ans à

d'appel puisse rendre une décision. Normes de

compatibles: Les dossiers servent à fournir les

CCN PPE 800 Enregistrement (SCT): 003732 Numéro de fichier: pour toujours. Renvoi au dossier #: CCN RH 004 dossiers de rémunération des employés sont conservés transférées aux Archives nationales du Canada; les

Commission. Description: Ce fichier n'est plus utilisé à la Transition des employés

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

et d'avion Accidents d'automobile, de bateau, d'embarcation

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congès

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Enregistrement (SCT): 003664 Numéro de fichier: demande. Renvoi au dossier #: CCN SGGI-SP 700

Les données sont conservées pour cinq ans, puis

décisions plus éclairées au sujet du personnel. gestionnaires, qui sont en mesure de prendre des

pour la production de rapports à l'intention des

contenus dans ces bases de données sont utilisés employés. Usages compatibles: Les renseignements

aux demandes de renseignements précises sur les servent également à répondre de façon contrôlée

prendre des décisions éclairées sur les employés. Ils

renseignements sur le personnel pour qu'ils puissent aux gestionnaires du personnel suffisamment de

règlements sur l'équité en matière d'emploi. Catégorie

PeopleSoft contient des renseignements sur les postes, compte des heures travaillées et des congés. Enfin,

travaillant pendant l'exercice en cours, et il sert à tenir

contient aussi des renseignements sur les employés

les gains et les déductions nécessaires. PeopleSoft production des chèques de paie des employés, avec

depuis l'année 2000. De plus, PeopleSoft sert à la postes depuis 1998; les concours et la formation

renseignements sur la rémunération des employés

est le principal fichier de renseignements sur les

naissance. Une base de donnée File Maker Pro

niveau de classification, nom, adresse et date de

employés de la CCN. Il contient tous les

de la CCN depuis 1971; des renseignements sur les

rendement et des évaluations. Le système PeopleSoft ub anamexe seb seupirotain se des examens du

personnel (CIDP), numéro d'assurance sociale, sexe,

employés tels que leur Code d'identification de dossier

à la production de rapports annuels concernant les rapports d'équité en matière d'emploi (EECRIS) sert

travail. Le système informatisé de présentation des notamment des évaluations et des descriptions du

système donne aux cadres de la Commission et de personnes : Employés de la CCN. But : Ce

Les dossiers informatisés sont mis à jour au besoin. Normes de conservation et de destruction:

données comprennent des renseignements sur les fonctions de gestion du personnel. Ces bases de qui contribuent à pratiquement toutes les principales Description: Il s'agit de bases de données en ligne humaines (HRMS) Système de gestion sur les ressources CCN PPE 802

Commission de la fonction publique du Canada

Fichiers centraux des ministères pour l'accréditation, incluant des Chapitre 69

affectations en dotation reliées à la formation en cours personnels lesquels incluent les recommandations connaissances en dotation, aperçu des activités et Description: Ce fichier peut contenir des dossiers Accréditation des agents de dotation antérieures en personnel, résultats à l'examen de renseignements sur les études et sur l'expérience

Griefs

Harcèlement

Stationnement

de fichier: CCL PPE 805 du système. Enregistrement (SCT): 004319 Numéro

Fichier ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Commission canadienne du tourisme

Chapitre 66

Evaluation du rendement

Formation et perfectionnement

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Sécurité et santé au travail Rémunération et avantages

Stationnement

Voyages et réinstallations

Fichiers ordinaires

(au début de cette publication). la description de leur contenu dans l'INTRODUCTION Vous trouverez la définition des fichiers ordinaires et

d'embarcation et d'avion Accidents d'automobile, de bateau,

Autorisations sécuritaires

Cartes d'identité et laissez-passer

et l'après-mandat Code régissant les conflits d'intérêts

Dossier personnel d'un employé

Chapitre 67 Commission d'appel des pensions

Square, Ottawa, Ontario K1P 5V9. ressources humaines, 9e étage, Immeuble Capital ressources humaines - PSR, Développement des

adressée à : Relations de travail, Services des les dossiers individuels sur le personnel doit être Note: Toute demande de renseignements concernant

Shapitre 68 Commission de la Capitale nationale

Ces données informatisées sont mises à jour sur Normes de conservation et de destruction : a protéger toute information désignée ou classifiée. adéquat. Usages compatibles: Ce système sert dossier de la corporation a un niveau de sécurité a pour but d'assurer que l'employé qui a accès au personnes: Employés de la CCN. But: Ce fichier

Fichiers particuliers

Fichiers particuliers

niveau de securite pour chaque employé. Catégorie de contient le nom, numero d'identification personnelle et Description: Ce tichier est un système informatisé qui la Commission (CIIS)/Banque d'employés Système d'inventaire de l'information de

fins administratives des renseignements en question. Enregistrement (SCT): 004048 Numéro de fichier: CCL PPE 815

fichier: CCL PPE 810 Enregistrement (SCT): 004321 Numéro de il y a eu règlement des frais de voyage ou autres. six ans après l'exercice financier durant lequel et de destruction : Les dossiers sont détruits de l'impot sur le revenu. Normes de conservation émettre des déclarations de gains imposable aux fins les demandes de remboursement; sen egalement a Approuver les questions de voyage, les avances et avantages sont uniforme. Usages compatibles: a, seen Le due I, squijuistration de la paye et des sociale est utilisé à des fins d'identification et afin mentionnées ci-dessus. Le Numéro d'assurance balement des reclamations des factures aux personnes voyages des tonctionnaires; il sert également au q,emmagasiner des renseignements concernant les d'autres palements. But : Ce fichier a pour but à des cours, des cotisations à des associations et des réclamations de trais de déplacement, d'inscription Commission qui effectuent des voyages et présentent balements. Categorie de personnes: Employes de la de frais, le réglement des réclamations et d'autres instificatives visant le remboursement de dépenses et de chéque, avances, correspondance et autres pièces autorisations, rapports des dépenses, reçus, demandes employees. Il compte aussi les reclamations, employes et autres depenses remboursees aux correspondance concernant les déplacements des reçus, les préparatifs de voyage, les itinéraires et la les avances, les demandes de remboursement, les Description: Ce fichier renterme les autorisations, Voyages et dépenses des employés

année. Quand l'activité prend fin, l'information est rayee demeure dans COMFIN et est reportée d'année en conservation et de destruction: L'information douanes et du revenu du Canada. Normes de de la Commission; taire rapport à l'Agence des Institier les empanches supplementaires aux employes employes dui ne tont pas partie de la Commission; Approuver les palements de salaires et benefices aux er an kevenn au Canada. Usages comparibles: Commission doit remettre à l'Agence des douanes inséré sur les teuillets et les dossiers fiscaux que la partie de la Commission. But : Le NAS est requis et Categorie de personnes: Employés qui ne tont pas sociale (NAS) est inscrit et retenu dans COMHIN. paiements imposables, leur Numéro d'assurance COMFIM. Pour les personnes qui reçoivent des numèros de teléphone, etc.) est comprise dans (ustrice). Les renseignements personnels (adresses, (affectation); but (activite); projet; ligne d'execution suit : responsabilité (inter-classement) ; autorité Commission. Cette information sera classifiée comme Description: Information financiere pour la Système d'information financière - COMFIN

au travail, lettres de recommandation, curriculum vitae, registre de formation, documents personnels et organisationnels divers, et autres documents. Le fichier contient le dossier de tous les employés. Ceux-ci peuvent accéder à leurs dossiers en communiquant avec le Bureau des ressources humaines. Catégorie de personnes: Employées actuels et anciens de la Commission. But: Fournir des renseignements sur l'emploi des membres actuels et des anciens membres du personnel au sein de la Commission. Usages utilisés aux fins de référence d'emploi ou d'assurance utilisés aux fins de référence d'emploi ou d'assurance utilisés aux fins de référence d'emploi ou d'assurance disoupe. Normes de conservation et de destruction: à la Commission durant les deux années qui suivent la cessation d'emploi après quoi ils sont remis aux Archives nationales du Canada. Enregistrement Archives nationales du Canada. Enregistrement

destruction: Les dossiers sont conserves pendant ont été recueillis. Normes de conservation et de renseignements personnels aux fins auxquelles ils d'autres fichiers, à condition que l'on utilise ces matiere d'emploi aux données consignées dans liees aux programmes et aux services d'équité en rattacher les données d'auto-identification volontaire aux nominations et aux promotions. Il est possible de candidats, doter des postes et traiter les appels relatifs d'emploi. Usages compatibles : Sélectionner des brogrammes et les services d'equite en matiere également une source de renseignements pour les dotation de postes au sein de la Commission. Il est renseignements qui peuvent être utilisés pour la de la Commission. But: Ce fichier contient des q, nu embloyé.) Catégorie de personnes: Employés gecizions de dotation dans le dossier personnel bent egalement trouver des avis relatifs a des volontaire liees a l'equite en matiere d'emploi. (On d'assurance sociale et les données d'auto-identification l'age, le sexe, le niveau de scolarité, le Numero renseignements personnels qui peuvent comprendre asus les dossiers du fichier une grande varièté de du répertoire des ressources humaines. On trouve moyens, notamment par voie de concours et à l'aide correspondance relative a la dotation faite par divers q, embloi : les avis destinés aux candidats : la a leurs résultats ; les listes d'admissibilité ; les offres bersonnel; les documents relatifs aux examens et d'évaluation provenant du comité de dotation en évaluations des jurys de sélection, y compris les notes q, emblois des candidats ; les listes de candidats ; les concours; les demandes de mutation; les demandes de salaire ; les profils de sélection ; les affiches de dotation; les descriptions de poste; les échelles Description: Ce fichier contient les demandes de Dotation (SCT): 004048 Numéro de fichier: CCL PPE 801 la cessation d'emploi après quoi ils sont remis aux ntilisés aux fins de référence d'emploi ou d'assurance compatibles: Ces renseignements peuvent être

se soient écoulés depuis la dernière utilisation à des

d'admissibilité utilisée pour combler un poste et

ensuite, les dossiers sont détruits, pourvu que deux ans

nue beuoge de deux ans suivant l'expiration de la liste

Stationnement Sécurité et santé au travail Rémunération et avantages Présences et congés Programme d'équité en matière d'emploi Mesures disciplinaires

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles Harcèlement

Chapitre 63

exportations de biens culturels Commission canadienne d'examen des

Fichiers ordinaires

une description de leur contenu. cette publication) une définition des fichiers ordinaires et Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Chapitre 64 Commission canadienne du blé

Dossier personnel d'un employé

Voyages et réinstallations

Rémunération et avantages

Formation et perfectionnement

Evaluation du rendement

Voyages et réinstallations

Vérification de la fiabilité

Présences et congés

Langues officielles

Stationnement

Harcèlement

Présences et congés

Rémunération et avantages

particuliers à la Commission canadienne du lait. Ces

Fichiers ordinaires

nue description de leur contenu. cette publication) une définition des fichiers ordinaires et Vous trouverez dans l'INTRODUCTION (au début de

Commission canadienne du lait

Fichiers particuliers

Chapitre 65

reconnaissance, résultats de tests de langue, assiduité sommaire des données concernant l'emploi de disciplinaires lorsqu'elles sont applicables, lettre de du Bureau des ressources humaines, Il contient le rendement au travail, documents reliés à des mesures Description: Ce fichier est place sous la responsabilité nomination, ententes de détachement, évaluations du Dossier personnel des employés données comprennent des documents tels : lettres de

Chapitre 62

Fichiers particuliers

Dossiers sur l'exposition des spécialistes de la CCSN aux rayonnements
Description: Ce fichier contient un relevé des doses de rayonnement auxquelles ont été soumis ces doses est fait périodiquement. Catégorie des personnes: Les employés de la CCSN. But: Ce fichier sert de consigner des données des doses de rayonnement des employés de la CCSN dans de rayonnement des employés de la CCSN dans l'éxécution de leurs fonctions. Normes de conservation et de destruction: Ces dossiers sont conservés pendant 75 ans. No. APC: 91-024 sont conservés pendant (SCT): 004117 Numéro de fichier:

Inspecteurs de la CCSN: Dossier d'accréditation
Description: En vertu du Règlement, les employés
de la CCSN peuvent agir à titre d'inspecteurs. Les
connées personnelles des employés désignés comme
inspecteurs demeurent dans le fichier personnel de
inspecteurs demeurent dans le fichier personnel de
uniquement à leur nomination est conservée dans un
fichier distinct. Catégorie des personnes: Employés
de la CCSN. But: L'utilité première de ce fichier est de
fournir un état à jour des nominations. Elle ne renferme
de les noms et les secteurs pouvant faire l'objet
due les noms et les secteurs pouvant faire l'objet
de vérifications. Normes de conservation et de
destruction: Ces dossiers sont conservés pour
destruction: Ces dossiers sont conservés pour
gestruction: Ces dossiers sont conservés pour

fichier: CEA PPE 801 Enregistrement (SCT): 004116 Numéro de nationales du Canada. No. APC: 91-024 deux ans, après quoi ils sont envoyés aux Archives destruction: Les dossiers sont conservés pendant leur expérience. Normes de conservation et de ainsi que des détails sur leur emploi actuel et sur et peut comprendre les noms des agents actuels, données ayant trait au recrutement des membres nucléaire. But: Ce fichier sert de consigner des personnes: Agents de la radioprotection et de sûreté et qui font rapport au Président. Catégorie des du secteur universitaire et de certains autres milieux consultatifs dont les membres viennent de l'industrie, Description: La CCSN a établi deux comités Membres des comités consultatifs

Evaluations de leadership à la CCSN Description: Ce fichier de renseignements contient de l'information concernant l'évaluation des compétences en leadership de gestion et les évaluations du programme de repérage du potential

sept ans, après quoi ils sont détruits. Enregistrement de destruction: Ces dossiers sont conservés pendant décisions de dotations. Normes de conservation et formation, planification de la relève, affectation et L'information sera utlisée pour le perfectionnement, données des compétences en leadership et gestion. la CCSN. But: Ce fichier sert de consigner des bersonnes: Membre du personnel de gestion de de façon numérique seulement. Catégorie des information pertinente. Les candidats sont identifiés au poste respectif des candidats, et tout autre d'évaluation, à l'information biographique et celle reliée auto-analyses, aux éléments d'analyse du centre et les descriptions narratives relatives aux différentes d'évaluation des candidats, l'attribution des points de gestion à la CCSN. Il contient les rapports

101

(SCT): 004119 Numéro de fichier: CEA PPE 804

Enregistrement (SCT): 004120 Numéro de fichier: conservation, les dossiers seront détruits par la CCSN. dernier examen médical. A la fin de la période de le dossier sera conservé pour cinq ans après le service de la CCSN. Si l'employé est âgé de 70 ans, aient atteint l'âge de 75 ans, si elles ne sont plus au dossiers sont conservés jusqu'à ce que les personnes Normes de conservation et de destruction: Les que l'employé est apte à accomplir les tâches exigées. premiers soins donnés. Usages compatibles: Etablir embauche, d'évaluations périodiques médicales, des facteurs d'hygiène du travail et du milieu, de préy compris les dossiers de surveillance et le maintien dossiers de santé au travail des fonctionnaires fédéraux fédéraux. But : Ce fichier à pour but de maintenir les fonctionnaires fédéraux et les anciens fonctionnaires dossier demandé. Catégorie des personnes: Les au complet, leur date de naissance et l'endroit du l'accès à ces renseignements doivent fournir leur nom rapports de laboratoire. Les personnes demandant suivants: des rapports médicaux, des analyses et Description: Oe fichier contient les renseignements Dossiers médicaux

Fichiers ordinaires

CEA PPE 805

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

de fichier: COMGRA PPE 805 du Canada. Enregistrement (SCT): 005121 Numéro conservés en permanence par les Archives nationales nationale du Canada qui décide quels dossiers seront une valeur sur le plan des archives, c'est l'archiviste renseignements jugés de nature historique ou qui ont mesure soit immédiatement détruit. Pour tous les ministère qui voit à ce que le document touchant cette disciplinaires ont été annulées, c'est l'organisme ou le disciplinaire n'ait été prise depuis. Lorsque les mesures ont été prises, autant qu'aucune autre mesure ans suivant la date à laquelle les mesures disciplinaires conventions collectives pertinentes, ou elle est de trois durée de conservation est mentionnée dans les aux dossiers relatifs à des mesures disciplinaires, la administratives des renseignements en question. Quant soient écoulés depuis la dernière utilisation à des fins quoi, le dossier est détruit, pourvu que deux ans se jusqu'à deux ans après le décès de l'employé; après jusqu'à ce que l'employé ait atteint l'âge de 80 ans ou aux Archives nationales du Canada et sont gardés Après cette période, les renseignements sont transférés l'employé pour toute la durée d'emploi, plus un an. ou le ministère pour lequel travaille actuellement destruction: Les dossiers sont gardés par l'organisme fins des pensions). Normes de conservation et de Développement des ressources humaines Canada (aux groupe; aux syndicats (retenue des cotisations); et à d'assurance-maladie provinciaux ; aux assureurs de le paiement des traitements; aux divers régimes et Services gouvernementaux Canada, car ils tacilitent renseignements servent également à Travaux publics vérification des références professionnelles. Ces discipline ; aux autorisations sécuritaires ainsi qu'à la professionnelles; aux langues officielles; à la et au perfectionnement ; à l'hygiène et à la sécurité à la rémunération et aux avantages ; à la formation relatives à la dotation, aux présences et aux congés; retraite. Usages compatibles: Identifier les décisions rétrogradations, la fin de l'emploi et les pensions de

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Rémunération et avantages

les nominations, les mutations, les promotions, les documentation et de donner des autorisations pour But: Ce fichier a pour but de fournir de la Catégorie de personnes: Employés de l'institution. des décisions dans les domaines susmentionnés. les renseignements personnels utilisés pour prendre dossier individuel de l'employé ne comprenne pas fichiers ordinaires décrits ci-après. Il se peut que le principaux concernant ces sujets dans les autres securitaires. On trouve toutefois les renseignements langues officielles; la discipline; et les autorisations concernant les indemnités et l'aptitude au travail ; les la formation et le perfectionnement ; les décisions et les congés ; la rémunération et les avantages ; de décisions concernant la dotation ; les présences dossier individuel d'un employé comprend des résumés les certificats et les raisons du départ de l'employé. Le pour occuper le poste ; la fin de l'emploi, notamment les passeports et les permis d'armes à feu nécessaires y compris les publications, les brevets et les primes; agent de négociation; les réalisations professionnelles, statut d'un employé désigné et l'identification d'un exclusions des négociations collectives, notamment le compris les périodes et les domaines de service ; les renseignements concernant le service militaire, y également y trouver, le cas échéant, des notamment les noms des bénéficiaires. On peut et les traitements; les pensions et les assurances, numéros de poste, les groupes, les niveaux, les titres la durée de l'emploi ; la classification, notamment les d'emploi, notamment les stages, les mises à pied et promotions et les rétrogradations ; les périodes du ministère ; les nominations, les mutations, les et les références; l'emplacement de l'organisme ou antérieurs non gouvernementaux, le curriculum vitae études (diplômes, certificats et bulletins); les emplois personnel; l'adresse domiciliaire; la citoyennete,; les d'assurance sociale ; le Code d'identification de dossier personnelles, notamment l'âge et le sexe ; le Numèro des renseignements concernant les caractéristiques dossier personnel de ce dernier. Ce fichier renferme travaille présentement qui exerce le contrôle sur le l'organisme ou le ministère pour lequel l'employé meilleur intérêt de l'employé et de l'employeur. C'est organismes fédéraux soient coordonnées dans le en matière de personnel au sein des ministères et usages prévus, afin d'assurer que les mesures prises utilisés, autant que ce soit d'une manière conforme aux

Commission canadienne des droits de la personne

Chapitre 60

Fichiers ordinaires Harcèlement

une description de leur contenu. cette publication) une définition des fichiers ordinaires et Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-

Dossier personnel d'un employé

Evaluation du rendement

Formation et perfectionnement

Griefs

Dotation

mandat

Commission canadienne des grains

de fichier: COMGRA PPE 810 employé. Enregistrement (SCT): 005122 Numéro de formation et de perfectionnement suivis par un peuvent être détruits deux ans après la fin des cours de conservation et de destruction: Les dossiers programmes d'équité en matière d'emploi. Normes des politiques du gouvernement concernant les afin de faciliter la mise en oeuvre et l'évaluation renseignements consignés dans d'autres fichiers,

Voyages et réinstallations

Vérification de la fiabilité

Sécurité et santé au travail

Rémunération et avantages

Politique de reconnaissance

Présences et congés

Mesures disciplinaires

Langues officielles

Programme d'équité en matière d'emploi

Stationnement

d'autres fichiers. Ces renseignements peuvent être à des renseignements plus détaillés trouvés dans contient des renseignements succints et connexes domaine. Dans les cas susmentionnés, le ficher peuvent influer sur une décision prise dans un autre lorsque les renseignements touchant un domaine officielles ; à la discipline ; au niveau de sécurité ; et l'hygiène et à la sécurité professionnelles ; aux langues avantages; à la formation et au perfectionnement; à présences et aux congés ; à la rémunération et aux prendre des décisions ayant trait à la dotation ; aux employé peuvent être utilisés aux fins suivantes : Les renseignements contenus dans les dossiers d'un conservé afin de faciliter l'administration du personnel. des ministères et organismes tèdéraux. Ce dossier est de toutes les périodes d'emploi d'une personne au sein Description: Ce fichier contient le dossier sommaire dossiers auxiliaires Dossier personnel d'un employe -

employés et que l'on trouve dans le fichier concernant obtenus sont joints aux dossiers personnels des les dossiers relatifs à la participation et aux résultats par des organismes privés. Il convient de signaler que perfectionnement parrainés par le gouvernement ou des employés à des cours de formation et de frais; la correspondance connexe à la participation et certificats; les dossiers concernant le palement des l'équité en matière d'emploi ; les résultats des examens personnel ; le statut de membre d'un groupe visé par des évaluations ; le Code d'identification de dossier suivantes: des demandes pour suivre des cours et Description: Ce fichier comprend les données Base de données sur la formation Fichiers particuliers Chapitre 61

données d'auto-identification volontaire aux confirmer les réalisations des employés. Relier les

à des cours de formation et de perfectionnement et Approuver et inscrire la participation des employés

perfectionnement, y compris des programmes liés à

l'administration des programmes de formation et de

de personnes : Employés de l'institution. But : Ce

les évaluations de rendement les renseignements

fichier a pour but de fournir de la documentation pour

employé en vue d'améliorer son rendement. Catégorie

touchant le besoin en perfectionnement pour chaque

et organismes fédéraux. Usages compatibles: l'équité en matière d'emploi, au sein des ministères

Fichiers ordinaires

et une description de leur contenu: cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Programme d'équité en matière d'emploi

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

déductions et pour la correspondance connexe, sauf de documents généraux relatifs à la paye et aux après la fin de l'exercice financier lorsqu'il s'agit destruction: Les dossiers sont détruits deux ans la Couronne. Normes de conservation et de le recouvrement des trop-payés et des dettes envers rémunération et l'admissibilité des employés) et étayer des comptes relatifs à la paye (par exemple, la compatibles: Permettre la vérification et la conciliation

jusqu'à ce que les questions de paiement excédentaire Couronne. Dans ces cas, les dossiers sont conservés excédentaire ou de perception des dettes dues à la dans les cas de règlement des questions de paiement

fichier: CLO PPE 804 Enregistrement (SCT): 002850 Numèro de soient réglées ou que la dette soit recouvrée.

Saisie-arrêt

CFO PPE 803

Enregistrement (SCT): 002849 Numéro de fichier: est gardé au CLO pendant deux ans, puis détruit. ministère après que la dette ait été payée, le dossier soit payée, son dossier le suit ; si l'employé change de l'employé change de ministère avant que la dette ne gardés deux ans après que la dette ait été payée. Si de conservation et de destruction : Les dossiers sont également à approuver les retenues de salaire. Normes des fonds. Usages compatibles: Ce fichier sert saisie-arrêt et la distraction, de procéder à la distraction But: Ce fichier permet, conformément à la Loi sur la saisie-arrêt et de distraction de fonds ont été prises. du Commissariat au sujet desquels des mesures de Commissariat. Catégorie de personnes : Employés l'administration de la paye et des avantages au concernant les fonds relatifs à la saisie-arrêt quant à Description: Oe fichier contient de la documentation

Chapitre 59 Commission canadienne des affaires polaires

Dotation

Evaluation du rendement

Formation et perfectionnement

Rémunération et avantages

Stationnement

Voyages et réinstallations

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Numéro de fichier: CLO PPE 802 été complétées. Enregistrement (SCT): 002848 Détruit deux ans après que toutes les activités aient Normes de conservation et de destruction: payable tant pour le cotisant que pour le bénéficiaire. donnant droit à la pension, et à calculer la pension de service antérieur ; à calculer le crédit pour service cotisations qui sont dues en rapport avec les années au paiement de cotisations, à calculer le total des Ce fichier a pour but de déterminer l'admissibilité à tous détails de pension. Usages compatibles: pension. But : Pour avoir accès, dans un seul endroit, actuels et anciens qui ont contribué au fonds de de bénéficiaire. Catégorie de personnes: Employés calcul de pension ; historique salarial ; et désignation transfert réciproque ; service accompagné d'options ; l'employé est devenu cotisant au fonds de pension; de l'information sur le statut marital ; date à laquelle naissance de l'employé, du conjoint et de ses enfants;

Description: Ce fichier contient le certificat de

Fonds de pension

(SCT): 002847 Numéro de fichier: CLO PPE 801 fonctionnaire. No. APC: 86-001 Enregistrement et de destruction : Deux ans après le départ du trouver un nouvéau poste. Normes de conservation à jour du fonctionnaire et des actions prises pour lui publique. Usages compatibles: Avoir un dossier d'une priorité de dotation au sein de la fonction facilitera le placement des fonctionnaires bénéficiant agents des ressources humaines la documentation qui déclarés excédentaires. But : Ce dossier fournit aux travail. Catégorie de personnes: Fonctionnaires situation, sa formation et sa préférence du lieu de touchant le fonctionnaire en ce qui concerne sa les formulaires et de la correspondance administrative antécédents professionnels, le c.v., copie de tous renseignements contenus sont : les études, les (Priorité légale accordée par la C.F.P.). Les bénéficient d'une priorité de fonctionnaire excédentaire personnels sur les fonctionnaires excédentaires qui Description: Oe fichier contient des renseignements Fonctionnaire excédentaire

Fichiers particuliers

Chapitre 58

Harcèlement

Commissariat aux langues officielles

Langues officielles
Mesures disciplinaires
Politique de reconnaissance
Présences et congés

Programme d'équité en matière d'emploi Rémunération et avantages Stationnement Voyages et réinstallations

de fichier: CLO PPE 805 un employé. Enregistrement (SCT): 001265 Numéro cours de formation et de perfectionnement suivis par Les dossiers sont détruits cinq ans après la fin des employés. Normes de conservation et de destruction: perfectionnement et confirmer les réalisations des des employés à des cours de formation et de compatibles: Approuver et inscrire la participation au sein des ministères et organismes fédéraux. Usages programmes de formation et de perfectionnement de la documentation pour l'administration des de l'institution. But : Ce fichier a pour but de fournir de rendement. Catégorie de personnes: Employés trouvent dans le fichier concernant les évaluations employé en vue d'améliorer son rendement se touchant le besoin en perfectionnement pour chaque ou par des organismes privés. Les renseignements perfectionnement parrainés par le gouvernement des employés à des cours de formation et de et la correspondance connexe à la participation les dossiers concernant le paiement des frais; personnel; les résultats des examens et certificats; de formation; le code d'identification de dossier Description: Ce fichier comprend des demandes Formation et perfectionnement

lorsqu'il y a des circonstances spéciales. Usages

ce fichier; toutetois, il peut y avoir des cas d'exception

de la paye et des avantages soit uniforme. L'utilisation

fédéraux. Il sert également à approuver le paiement des

et des avantages au sein des ministères et organismes

documentation sur l'administration de la rémunération

Employés de l'institution. But : Ce fichier contient de la

paye et des avantages. Catégorie de personnes:

 γ compris le numéro d'assurance sociale, ainsi que la correspondance connexe à l'administration de la

du traitement et des avantages pour chaque employé

déductions et présente des renseignements au sujet

Description: Oe fichier contient les certifications

Rémunération et avantages

nécessaires pour la rémunération, les indemnités et les

du numéro d'assurance sociale est nécessaire pour

d'identification et afin d'assurer que l'administration

traitements et des indemnités ainsi que les retenues. Le numéro d'assurance sociale est utilisé à des fins

002876 Numéro de fichier: CEG PPE 803 et selon des critères établis. Enregistrement (SCT): renseignements importants servant de précédent sont détruits, à moins qu'ils ne contiennent des sont conservés pendant sept ans, après quoi ils conservation et de destruction: Ces dossiers des rapports selon la Loi sur la GRC. Normes de communication des précédents, et pour la préparation statistiques. Ils peuvent également être utilisés pour la recherche, de planification, d'évaluation, et de renseignements peuvent être utilisés à des fins de de la Loi sur la GRC. Usages compatibles: Les disciplinaires graves acheminés au Comité en vertu d'examen de la GRC pour traiter les cas de mesures Les renseignements sont utilisés par le Comité externe soumis au Comité externe d'examen de la GRC. But: de mesures disciplinaires graves et dont le cas a été personnes: Les membres de la GRC qui ont fait l'objet l'acheminement de leur demande. Catégorie de indiquer de quels documents il s'agit afin de faciliter veulent obtenir des renseignements particuliers doivent complet et leur numéro matricule. Les personnes qui personnels, les intéressés doivent fournir leur nom au la formule de demande d'accès à des renseignements décisions. En plus des renseignements qui figurent sur criminelles, y compris les comités, les audiences et les obligatoire à la suite de l'inconduite et des infractions et de la documentation provenant du congédiement communications relatives aux allégations d'inconduite, les décisions infirmées, les décisions de la cour, les également de la documentation sur les suspensions, comités et les communications pertinentes; comprend délibérations du comité d'arbitrage, les appels, les rapports sur les avertissements, les réprimandes, les

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Griefs

Évaluation du rendement

Formation et perfectionnement

les commentaires, les recommandations et les Description: Oe fichier renferme les renseignements, Renvois relatifs aux griefs des membres de la GRC 002874 Numéro de fichier: CEG PPE 801 et selon des critères établis. Enregistrement (SCT): renseignements importants servant de précédent sont détruits, à moins qu'ils ne contiennent des sont conservés pendant sept ans, après quoi ils de conservation et de destruction: Ces dossiers des rapports en vertu de la Loi sur la GRC. Normes communication des précédents, et pour la préparation statistiques. Ils peuvent également être utilisés pour la de recherche, de planification, d'évaluation, et de Les renseignements peuvent être utilisés à des fins en vertu de la Loi sur la GRC. Usages compatibles: renvoi ou de rétrogradation qui sont soumis au Comité de la GRC en rapport avec le traitement des cas de renseignements sont utilisés par le Comité d'examen soumis au Comité d'examen de la GRC. But : Ces de renvoi ou de rétrogradation et dont le cas a été membres de la GRC qui ont été l'objet de procédures de leur demande. Catégorie de personnes: Les les documents visés afin de faciliter l'acheminement renseignements particuliers devraient pouvoir identifier matricule. Les personnes qui veulent obtenir des

002875 Numéro de fichier: CEG PPE 802 et selon des critères établis. Enregistrement (SCT): renseignements importants servant de précédent sont détruits, à moins qu'ils ne contiennent des sont conservés pendant sept ans, après quoi ils conservation et de destruction: Ces dossiers des rapports selon la Loi sur la GRC. Normes de communication des précédents, et pour la préparation statistiques. Ils peuvent également être utilisés pour la de recherche, de planification, d'évaluation, et de Les renseignements peuvent être utilisés à des fins vertu de la Loi sur la GRC. Usages compatibles: dans le traitement des griefs soumis au Comité en URD al de maxene d'examen de la GRC d'examen de la GRC. But : Les renseignements sont dont le griet a été acheminé au Comité externe Catégorie de personnes : Les membres de la GRC afin de faciliter l'acheminement de leur demande. particuliers devraient indiquer les documents visés Les personnes qui veulent obtenir des renseignements fournir leur nom au complet et leur numéro matricule. renseignements personnels, les intéressés doivent qui figurent sur la formule de demande d'accès à des d'examen de la GRC. En plus des renseignements membres de la GRC et acheminés au Comité externe décisions relatives aux griefs qui ont été soumis par les

Henvois relatifs aux mesures disciplinaires prises envers les membres de la GRC Description: Ce fichier renferme des renseignements sur les mesures disciplinaires graves prises envers les membres de la GRC et dont le cas a été acheminé au Comité externe d'examen de la GRC en vertu de la Loi sur la GRC. Les dossiers peuvent inclure des

Formation et perfectionnement Evaluation du rendement Dotation

Voyages et réinstallations

Sécurité et santé au travail

Rémunération et avantages

Politique de reconnaissance

Mesures disciplinaires

Langues officielles

Harcèlement

Griefs

Programme d'équité en matière d'emploi

Journaux de contrôle des réseaux électroniques

Stationnement

(SCT): 004448 Numéro de fichier: CGFC PPE 801

précédent et selon des critères établis. Enregistrement contiennent des renseignements importants servant de sept ans, après quoi ils sont détruits, à moins qu'ils ne destruction: Ces dossiers sont conservés pendant nationale. Normes de conservation et de

préparation de rapports selon la Loi sur la défense

Fichiers ordinaires

description de leurs contenus. publication la définition de « Fichiers ordinaires » et une Vous trouverez dans l'INTRODUCTION de la présente

l'après-mandat

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Fichiers particuliers

Comité de surveillance des activités

Chapitre 56 de renseignement de sécurité

Enregistrement (SCT): 003017 Numéro de fichier: conservés depuis la création du Comité en 1984. conservation et de destruction: Les fichiers sont d'autres questions relatives aux contrats. Normes de prolongation ou le renouvellement des contrats, et à déterminer les conditions de paiement, la compatibles: Les renseignements peuvent servir les soumissions acceptées pour des contrats. Usages de sécurité. But : Le but de ce fichier est de conserver Comité de surveillance des activités de renseignements

CSA PPE 803 ont déjà eu, un contrat de services personnels avec le de personnes : Personnes qui ont actuellement, ou qui référence et des détails au sujet du contrat. Catégorie l'expérience de travail de l'entrepreneur, des lettres de renfermer des renseignements sur la compétence et services personnels avec le Comité. Le fichier peut sur les personnes qui ont signé des contrats de Description: Oe fichier contient des renseignements Contrats de services personnels

du Canada Comité externe d'examen de la Gendarmerie royale

indiquant leur nom au complet et leur numéro la demande d'accès à des renseignements personnels, doivent se conformer aux exigences formulées dans aux dossiers qui les concernent, les intéressés d'inconduite ou d'offense criminelle. Pour avoir accès documentation sur les renvois obligatoires en raison des membres de la GRC» peut contenir de la Canada, Le fichier «Renvois relatifs à la discipline

Renvois relatifs à la rétrogradation et au renvoi

Fichiers particuliers

Chapitre 57

externe d'examen de la Gendarmerie royale du la GRC, lorsque le dossier a été soumis au Comité sur la rétrogradation et le renvoi des membres de Description: Ce fichier contient des renseignements des membres de la GRC

les membres des Forces canadiennes et acheminés décisions relatives aux griefs qui ont été soumis par les commentaires, les recommandations et des Description: Oe fichier renferme les renseignements, canadiennes Renvois relatifs aux griefs des membres des Forces Fichier particulier Chapitre 55 003330 Numéro de fichier: CIC PPE 811 dossier #: HCan PCE 701 Enregistrement (SCT): dans la description des fichiers pertinents. Renvoi au doivent être conservés pour les périodes mentionnées ressources humaines Canada et par Santé Canada, ils aux dossiers conservés par Développement des rapports spécifiés, après quoi ils sont détruits. Quant pendant deux ans et, pendant dix ans, pour les correspondance s'y rattachant, doivent être conservés d'enquête du superviseur sur les accidents et la professionnelles et les accidents incluant le rapport rapports d'enquête sur les maladies ou les lésions conservés pendant une période de cinq ans ; les se rapportant aux premiers soins doivent être conservation et de destruction : Les dossiers avec Santé Canada Hoan PCE 701. Normes de conditions contrôlées. Cette information est partagée d'incapacités de continuer à travailler dans des à certains individus qui souffrent de maladies ou autres ; et établir des conditions qui permettront préjudice pour leur santé, leur sécurité ou celle des soient en mesure de continuer à travailler sans sériminés à certains risques professionnels déterminés aggravées par celles-ci; assurer que des individus qui découlent des conditions de travail ou qui sont lésions, les maladies et les incapacités subséquentes travail ; servir de moyen permettant de prévenir les destinées aux travailleurs en congés d'accident du Etayer les décisions connexes aux compensations organismes et ministères. Usages compatibles: programme de sécurité et d'hygiène au sein des de permettre l'administration efficace de chaque les accidents, d'assurer la protection de la santé, et

numero matricule. Les personnes qui veulent obtenir

intéressés doivent fournir leur nom au complet et leur

renseignements qui figurent sur la formule de demande

q, acces à des renseignements personnels, les

le chef d'état-major de la Défense. En plus des

au Comité des griefs des Forces canadiennes par

statistiques. Ils peuvent également être utilisés de recherche, de planification, d'évaluation, et de renseignements peuvent être utilisés à des fins la défense nationale. Usages compatibles : Les des griefs soumis au Comité en vertu de la Loi sur des griefs des Forces canadiennes dans le traitement But : Les renseignements sont utilisés par le Comité canadiennes par le chef d'état-major des Forces. a été acheminé au Comité des griefs des Forces Les membres des Forces canadiennes dont le grief de leur demande. Catégories de personnes: les documents visés afin de faciliter l'acheminement des renseignements particuliers devraient indiquer

bont la communication des précédents, et pour la

Comité des griefs des Forces canadiennes

les causes d'accidents et de lésions, afin de prévenir rapportant à la sécurité et à la santé au travail ainsi que professionnelles. Il vise à consigner tous les détails se d'indemnités touchant les lésions et les maladies de la santé et les autorisations de congés et

Vérification de la fiabilité Stationnement Sécurité et santé au travail Rémunération et avantages Programme d'équité en matière d'emploi Présences et congés Mesures disciplinaires Langues officielles Harcèlement Griefs Formation et perfectionnement Evaluation du rendement Dotation Dossier personnel d'un employé l'après-mandat Code régissant les conflits d'intérêts et

Cartes d'identification et laissez-passer

cette publication) une définition des fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Fichiers ordinaires

et une description de leur contenu.

Aide aux employés

Voyages et réinstallations

003331 Numero de fichier: CIC PPE 812 provisoirement réactivée. Enregistrement (SCT): au questionnaire des employés est considérée comme La base de données renfermant l'information relative q, susilize qe la pianification des ressources humaines. certaines données de taçon ponctuelle aux fins le système PeopleSoft. Entretemps, on y récupérait le 1 et juillet 1998, en attendant son intégration dans inactive dans l'entrepôt de données du Ministère depuis au dossier. Cette banque de données speciales etait nu minimum de deux ans suivant la dernière action de destruction : Les dossiers sont conservés pendant bossiples de l'employè. Normes de conservation et de service de l'employè ou projections de retraites achevée, un aperçu de l'âge et du nombre d'années demande de main-d'oeuvre, la formation prèvue et matière d'emploi, les prévisions d'offre et de la bar exemple, sur les langues officielles, l'équité en servent aussi à la production de rapports de gestion, la reinstallation, l'equite en matière d'emploi ; elles humaines, les évaluations du rendement, la formation, planification et le développement des ressources a, appoint aux tonctions du personnei telles que la humaines. Usages compatibles: Les données servent destionnaires a dresser leur plan des ressources But: Les données ont été recueillies pour aider les moins de six mois, plein temps et temps partiels. soit indéterminés, termes plus de six mois, termes

notamment la prévention des accidents, la protection des ministeres et organismes gouvernementaux, brogrammes de sécurité et de santé au travail au sein documentation nècessaire à l'administration des But: Ce fichier a pour but de fournir de la du ministère de Citoyennete et Immigration Canada. ordinaire #908. Catégorie de personnes: Employès au sujet des accidents de venicule voir le ticnier le controle de cette institution. Pour les renseignements cougition physique et du mode de vie sont aussi sous bersonnels. Sondage sur l'environnement et sur la de sante, et tous les renseignements medicaux confidentialité médicale, les dossiers d'examen de Sante Canada conserve, sous le sceau de la deboursées. La direction des services médicaux counexe; et des dossiers touchant les sommes demandes d'indemnisation et la correspondance employes, y compris des dossiers medicaux; les Canada conserve des dossiers, concernant les ministère du Développement des ressources humaines dossiers sur les premiers soins administrés. Le le ministère ou organisme conserve également des Conformément à la politique de Conseil du Trésor, on ministères du centre de responsabilité approprié. ces goonweurs sour couseines bar les organismes ant les accidents que doit remplir le superviseur; connexe, ainsi que des copies du Rapport d'enquête des maladies professionnelles et la correspondance q, eudrete ani des accidents et ani des lesions on Description: Oe fichier comprend des rapports Sécurité et santé au travail

> Numèro de fichier: CIC PPE 801 de l'employé. Enregistrement (SCT): 003324 professionnel désigné, avec le consentement écrit qouuent a side aux employés ou à un autre Immigration Canada seront transférés au nouveau bar rapport aux employés de Citoyenneté et gocniuents contenant des renseignement personnels contidentialité est assurée. A la fin du contrat, les getruit les documents d'une taçon telle que la la dernière séance. Après cette période, le consultant bar le consultant pour une période de deux ans après concernant les séances de consultation sont gardées conservation et de destruction: Les documents ont demandes le service est assurée. Normes de taçon telle que la confidentialité des individus qui tournit des statistiques à Travail Canada d'une

des ressources humaines

Programme informatisé sur la planification

sur tous les employes et employées actuels de CIC, anivie). Categorie de personnes: Dossiers et donnees de la situation de la formation (proposée, approuvée, cyadne conte anite an processus d'évaluation, en plus nue liste des employes et employèes identifies pour beuectionnement note les cours disponibles, maintient dni necessite un suivi. Le module sur la tormation et le vacances prolongées et suite à toute autre situation et education d'entants d'âge préscolaire, à des a des conges de maternite, a des conges de soins vacants suite aux congés d'invalidité de longue durée, satisfaites; ceci comprend les postes qui deviendront bonk s, szenkek dne jez exideuces obekstjouneljes zout de l'avis du gestionnaire, exigeront un suivi queiconque en matiere de dotation fait le suivi des domaines qui, sappel. Le module sur les mesures et les ajustements suectations du comprennent un systeme actif de situations interimaires, des detachements et des tient aussi compte des dates de debut et de fin des date de rappel de la prochaine évaluation). Le système broposée) l'evaluation du rendement (ainsi qu'une formation et le perfectionnement (y compris la formation les aspirations de carrière, la mobilité, historique sur la capacité linguistique, les antécédents professionnels, poste, le lieu et le numero de telephone au travail, la remps, temps partiel, etc.), le titre et le numero du l'employè ou de l'employèe, le type d'emploi (plein l'adresse et le numero de telephone au domicile de debut dans la tonction publique, la date de naissance, ant les employés et employées englobent la date de unmèro et le titre du poste du surveillant). Les données linguistiques, l'unite de travail et le lien hierarchique (le et le niveau, l'indicateur d'exclusion, les exigences comprennent et le numéro du poste, le titre, le groupe embloyès et les employèes. Les données sur les postes siusi dne la formation et le perfectionnement des les mesures ou les ajustements en matiere de dotation postes de CIC, sur les employés et les employées, sur ressources humaines, il contient des données sur les les gestionnaires pour les aider à élaborer leur plan des Description: Ce tichier informatisé a été conçu par

Centre national des Arts

Chapitre 53

Fichiers ordinaires

Harcèlement

Vous trouverez dans l'INTRODUCTION (au début de Langues officielles

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Evaluation du rendement Formation et perfectionnement

Griefs

Chapitre 54

Citoyenneté et Immigration Canada

etc., ainsi qu'à des fins statistiques ou pour évaluer l'efficacité du programme. Si un employé y consent, ils peuvent être utilisés par les unités de négociation également pour offrir des services liés au réamenagement des effectifs. Normes de conservation et de destruction: Les dossiers sont conservés pendant cinq ans. Enregistrement sont conservés pendant cinq ans. Enregistrement

Voyages et réinstallations

Vérification de la fiabilité

Sécurité et santé au travail

Rémunération et avantages

Présences et congés

Mesures disciplinaires

Programme d'équité en matière d'emploi

Stationnement

entreprendre une évaluation systématique du PAE et trait aux mesures en matière d'aide aux employés; Usages compatibles: Etayer les décisions ayant c) assurer la suite des services rendus aux employés. et de participation aux programmes de réadaptation; de mise en rapport avec des professionnels de la santé p) déterminer si les employés ont besoin de conseils, renseignements nécessaires à l'administration du PAE; bar le consultant pour : a) emmagasiner les de Citoyenneté Canada. But : L'information est utilisée brogramme. Catégorie de personnes: Les employés Canada afin de sauvegarder le caractère confidentiel de par le consultant et ne sont pas remis à Citoyenneté Les documents concernant la consultation sont retenus aux fins du Programme d'aide aux employés (PAE). avec le consultant dont les services ont été retenus ayant besoin de conseils doit se mettre en contact offert aux employés de Citoyenneté Canada. L'employé concernant un service-conseil volontaire et confidentiel Description: Oe fichier contient des renseignements Programme d'aide aux employés

Fichiers particuliers

être divulgués aux compagnies de recherche du pour les vérifications internes. Ils peuvent également et pour les prévisions des analyses statistiques et identifiés dans la planification des ressources humaines développement nécessaires pour répondre aux besoins établir les priorités et pour autoriser la formation et le On peut également utiliser ces renseignements pour postes précis lorsque ces derniers deviennent vacants. relever le nom des candidats qui désirent obtenir des disponibles lors d'un processus de dotation et de renseignements afin de faire l'inventaire des candidats Usages compatibles: On peut utiliser ces pour ce qui est des affectations ou des détachements. renseignements seront utilisés par les gestionnaires de Citoyenneté et Immigration Canada. But: Ces bersonnes: Les données portent sur les employés un curriculum vitae, si disponible. Catégorie de suivants : au moins deux évaluations récentes, Description: Ce fichier peut renfermer les documents Etude et affectation des carrières

la réorientation professionnelle, les salons de l'emploi,

personnelle, le placement à l'extérieur, les ateliers sur

programme de remplacement, pour différents services

de planification et d'évaluation. Les renseignements

secteur privé à des fins statistiques, de recherche,

counselling professionnel, la planification financière

liés au réaménagement des effectifs comme le

peuvent être utilisés également aux fins d'un

Enregistrement (SUT): 002844 Numéro de fichier:

Description: Ce fichier sert à tenir à jour les Dossiers du personnel RDI PPE 804 sont détruits deux ans après l'expiration du permis.

RDI PPE 801 Enregistrement SUT: 001152 Numèro de fichier: après quoi, ils sont détruits. No APC: 86-001 une période de cinq ans après la cessation d'emploi, demande d'emploi sont conservés par le CRDI pendant d'identité et laissez-passer, à la formation et aux aux conflits d'intérêts, au harcèlement, aux cartes appréciations du rendement, aux appels, aux griefs, nationales du Canada. Les renseignements relatifs aux conservés de façon permanente par les Archives

ainsi que les autorisations d'affectation, les avances à l'étranger des employés du CRDI. Usages déplacements, aux réinstallations et aux affectations pour but de tenir à jour l'information relative aux développement international. But : Ce fichier a Employés du Centre de recherches pour le l'étranger des employés. Catégorie de personnes: déplacement, les réinstallations ou les affectations à correspondance échangée en ce qui concerne les reçus, les préparatifs de voyage, les itinéraires et la les avances, les demandes de remboursement, les Description: Ce fichier renferme les autorisations,

Déplacements et réinstallations

et réinstallations eu égard aux autorisation nécessaires, compatibles: Administrer les fonctions déplacements

et les demandes de remboursement. Normes de

détruits six ans après l'exercice financier durant lequel conservation et de destruction : Les dossiers sont

réinstallation. Enregistrement SCT: 002845 Numéro

il y a eu règlement des frais de déplacement ou de

(mentionné dans l'introduction). et de la protection des renseignements personnels avec le Coordonnateur de l'accès à l'information

Habilitations de sécurité

Fichiers ordinaires

de fichier: RDI PPE 805

ordinaires et la description de leur contenu.

de cette publication) la définition des fichiers

Vous trouverez dans l'INTRODUCTION (au début

développement démocratique), veuillez communiquer international des droits de la personne et du les employés de Droits et Démocratie (le Centre Note: Pour de plus amples renseignements sur

ou ont une valeur achivistique, ces dossiers sont

dans la mesure où deux années se sont écoulées

renseignements sont détruits lorsque la personne puis ils sont remis aux Archives nationales. Les

emploi ainsi que pendant deux années par la suite,

le CRDI pendant tout le temps où l'employé est à son

et de destruction : Les dossiers sont conservés par

avantages sociaux et autres. Normes de conservation promotions, aux congés, aux pensions de retraite, aux

classification, à la rémunération, aux appréciations, aux

compatibles: Conserver un dossier personnel à jour

et tenir à jour les données relatives à l'emploi, à la

sur le cheminement de chaque employé du CRDI

afin de faciliter la gestion du personnel. Usages

registre cumulatif de l'emploi de l'individu au CRDI

Ces données sont consignées de façon à avoir un

accès à l'édifice, formation et demande d'emploi.

Catégorie de personnes : Employés du CRDI. But :

diplômes, cartes d'identité et laissez-passer donnant

conflits d'intérêts, mesures disciplinaires, certificats et

de travail appréciation s du rendement, appels, griefs,

d'examens des connaissances linguistiques, contrats

pensions de retraite, assurances, avantages sociaux,

rétrogradations, assiduités, classification, rémunération, en disponibilités, démissions, retraites, promotions et

suivants: récompenses et distinctions, renvois, mises

de recherches pour le développement international.

données personnelles sur les employés du Centre

transferts et affectations, attestation d'exemption

Il contient des données portant sur les aspects

national estime qu'ils présentent un intérêt historique des renseignements la concernant. Si l'archiviste

depuis la dernière mesure administrative prise à l'égard

atteint l'âge de 70 ans, ou deux ans après son décès,

du développement démocratique

Centre international des droits de la personne et

Chapitre 52

Stationnement

Voyages et réinstallations

Rémuneration et avantages

Sécurité et santé au travail

International Centre de recherches pour le développement

Chapitre 51

administrative, après quoi ils sont détruits. No APC: après la cessation d'emploi ou la dernière mesure Les dossiers sont conservés pendant dix ans CCC. Normes de conservation et de destruction: l'étranger et du personnel contractuel du BVG et de la

fichier: RDI PPE 803 83-002 Enregistrement SCT: 001154 Numéro de

de fichier: RDI PPE 806 au CRDI. Enregistrement SCT: 002846 Numéro donnés sont conservées tant que l'employé demeure Normes de conservation et de destruction : Les , IQAO us eelleioiffo eeugnel xus fiisler emmergory ub officielles. Usages compatibles: L'administration l'administration des politiques en matière de langues but de fournir l'information de base nécessaire à le développement international. But : Ce fichier a pour personnes: Employés du Centre de recherches pour Trésor contiennent des donnés similaires. Catégorie de la Fonction publiques et du Secrétariat du Conseil du l'employé. Les fichiers particuliers de la Commission de dans le dossier contenant les données personnelles sur linguistiques et l'attestation d'exemption sont versés Les résultats obtenus aux examens de connaissances ou non, résultats aux examens et date des examens. satisfait pas aux exigences linguistiques, en formation suivantes : première langue officielle, satisfait ou ne linguistiques des titulaires, notamment les données linguistiques liées aux postes et aux compétences matière de langues officielles qui ont trait aux exigences Description: Ce fichier contient les données en Langues officielles

conservation et de destruction : Les dossiers Emettre les permis de stationnement. Normes de en matière de stationnement. Usages compatibles: concernant l'administration des privilèges accordés Ce fichier a pour but de tenir à jour l'information Catégorie de personnes: Employés du CRDI. But: contenant les donnés personnelles sur l'employé, des droits de stationnement est inclus dans le dossier développement international. Le registre de paiement qui sont loués par le Centre de recherches pour le stationnement de véhicules à moteur dans les lieux de permis et la correspondance concernant le Description: Ce fichier contient les demandes Stationnement

Fichiers particuliers

de fichier: RDI PPE 802 86-001 Enregistrement SCT: 001153 Numéro six mois à compter de la date de réponse. No APC: dossiers sont conservés pendant une période de Normes de conservation et de destruction: Les vacants et de les classer en vue d'un emploi éventuel. bont combler les nouveaux postes ou les postes système permet de déterminer les candidats qualifiés obtenir un emploi au CRDI. Usages compatibles: Le sert à constituer un répertoire de candidats souhaitant font une demande d'emploi au CRDI. But : Ce fichier Catégorie de personnes : Toutes les personnes qui de déterminer les candidats possibles à un poste. Le fichier sert aux fins de recrutement et permet en fonction du système de classification en vigueur. international. Tous les cy non sollicités sont classés au Centre de recherches pour le développement candidats de l'extérieur désireux d'obtenir un emploi Description: Ce fichier consiste en un répertoire de Répertoire des ressources humaines

carnet de vaccinations de tout employé qui voyage à tout employé qui voyage à l'étranger et mise à jour du dossiers relatifs aux examens périodiques et annuels de personnel contractuel du BVG et de la CCC, tenue des examens médicaux des employés du Centre et du compatibles: Enregistrement des antécédents et personnel contractuel du BVG et de la CCC. Usages employé, actuel ou ancien, du Centre ainsi que du utiles à l'établissement d'un dossier médical de chaque BVG et de la CCC. But : Recueil des renseignements actuels et anciens, du Centre, personnel contractuel du alphabétique. Catégorie de personnes: Employés, dossiers sont généralement classés par nom en ordre biochimiques, radiographies et cardiogrammes. Les rapports d'examens physiques, les résultats des tests les examens avant l'affectation, les anamnèses, les avec l'entente conclue. Elle contient les données sur qui consulte les cliniques pour voyageurs en conformité l'étranger ainsi que du personnel du BVG et de la CCC membres de la famille du personnel du Centre affecté à recherches pour le développement international, des antécédents médicaux des employés du Centre de Description: Cette base de données renferme les Dossiers médicaux

Chapitre 49

Fichiers particuliers Aide aux employés

Cartes d'identification et laissez-passer

68

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Mesures disciplinaires Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Sécurité et santé au travail Rémunération et avantages

Voyages et réinstallations

Enregistrement (SCT): 000992 Numéro de il y avait effectivement conflit. No. APC: 85-002 potentiel est réglée ou que l'on a résolu le cas où après que la situation reliée à un conflit d'intérêt destruction: Les dossiers sont détruits deux ans la fin de l'emploi. Normes de conservation et de touchant les mutations, les mesures disciplinaires et d'intérêt. Usages compatibles: Etayer les décisions potentiels et à résoudre les situations réelles de conflit fédéraux. Il sert à consigner les conflits d'intérêt ou réel pour les employés des ministères et organismes concernant des situations de conflit d'intérêt potentiel Centre. But: Ce fichier contient des renseignements bossessious. Catégorie de personnes: Employés du officielles des employés et leurs intérêts privés ou leurs conflits d'intérêt potentiels et réels entre les fonctions d'enquête, ainsi que la correspondance concernant les situations potentielles de conflit d'intérêt, des rapports volontaires faites par les employés concernant des Description: Ce fichier contient des divulgations Conflits d'intérêt

Fichiers ordinaires

fichier: HST PPE 801

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

financières du Canada Centre d'analyse des opérations et déclarations

Chapitre 50

Fichiers ordinaires Dotation

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Accidents d'automobile

Aide aux employés

Autorisation sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Programme d'équité en matière d'emploi

Journaux de contrôle des réseaux électronique

Présences et congés

Mesures disciplinaires

Langues officielles

Harcèlement

Politique de reconnaissance

Formation et perfectionnement

Evaluation du rendement

Sécurité et santé au travail Rémunération et avantages Programme d'équité en matière d'emploi Présences et congés Mesures disciplinaires Langues officielles

Voyages et réinstallations

Vérification de la fiabilité

Stationnement

et d'avion Accidents d'automobile, de bateau, d'embarcation

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Centre canadien de gestion

Chapitre 48

et l'après-mandat Code régissant les conflits d'intérêts Cartes d'identification et laissez-passer Autorisations sécuritaires

Dossier personnel d'un employé

Dotation

Aide aux employés

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallations

Fichiers centraux

Enregistrement (SCT): 003327 Numéro de aussi longtemps que les données sont valides. destruction: Les dossiers sont conservés de formation. Normes de conservation et de contacts financiers et coordonnateurs ministériels courrier, par téléphone ou par télécopieur avec les renseignements nécessaires pour communiquer par Usages compatibles: Le fichier sert à fournir les ainsi que pour produire les données de facturation. de leurs ministères aux activités offertes par le Centre informations relatives à la participation des employés ministériels de formation afin de leur acheminer les sur les contacts financiers et coordonnateurs fichier existe en vue d'établir et de tenir des dossiers coordonnateurs ministériels de formation. But : Ce Catégorie de personnes: Contacts financiers et le cadre de la livraison de ses activités d'apprentissage. qui le Centre canadien de gestion communique dans et les coordonnateurs ministériels de formation avec renseignements de base sur les contacts financiers Description: Ce fichier peut contenir des Système d'identification des contacts ministériels

Fichiers ordinaires

fichier: CCG PCD 703

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

financières Canada Bureau du surintendant des institutions

Bureau du vérificateur général du Canada

Chapitre 46

Dotation

Evaluation du rendement

Voyages et réinstallations

Vérification de la fiabilité

Sécurité et santé au travail

Rémunération et avantages

Présences et congés

Programme d'équité en matière d'emploi

Stationnement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations Stationnement

Dossier personnel d'un employé

et une description de leur contenu.

Fichiers ordinaires

Autorisations sécuritaires

Aide aux employés

et d'avion

Code régissant les conflits d'intérêts et

Cartes d'identification et laissez-passer

Accidents d'automobile, de bateau, d'embarcation

cette publication) une définition des fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

Chapitre 47

l'après-mandat

Description: Oe fichier contient des divulgations Conflits d'intèret Fichiers particuliers

des ministères et organismes fédéraux. Il sert à de conflit d'intérêt potentiel ou réel pour les employés contient des renseignements concernant des situations personnes: Employés du Bureau. But: Ce fichier valeurs immobilières qu'ils possèdent. Catégorie de officielles des employès et leurs intérêts privés ou les conflits d'intérêt potentiels et réels entre les fonctions d'enquête, ainsi que la correspondance concernant les situations potentielles de conflit d'intérêt, des rapports volontaires faites par les employés concernant des

consigner les conflits d'intérêt potentiels et à résoudre

Fichiers ordinaires

Numèro de fichier: BVG PPE 801

et nue describtion de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

No. APC: 85-001 Enregistrement (SCT): 001605

l'on a résolu le cas où il y avait effectivement conflit.

reliée à un conflit d'intérêt potentiel est réglée ou que

dossiers sont détruits deux ans après que la situation

mutations, les mesures disciplinaires et la fin d'emploi.

Normes de conservation et de destruction : Les

compatibles: Etayer les décisions touchant les

les situations réelles de conflit d'intérêt. Usages

48

Bureau du Conseil privé

Chapitre 44

BCP PPE 801 Enregistrement (SCT): 002546 Numéro de fichier:

à forfait, employés au sein du Cabinet du Premier provenant des agences de placement ou engagé candidats à de tels postes, ainsi que du personnel à l'habilitation au secret des titulaires de postes, des Description: Ce fichier contient les dossiers relatifs Enquêtes relatives à l'habilitation au secret Fichiers particuliers

du Cabinet du président du Conseil privé de la groupes de travail et commissions royales d'enquêtes, Ministre, du Bureau du Conseil privé, de divers

sécurité. Ce fichier contient également les dossiers de surveillance des activités de renseignements de intergouvernementales canadiennes et du Comité et au Sénat, du Secrétariat des conférences du gouvernement à la Chambre des communes Reine pour le Canada, des cabinets des leaders

fiches de séances d'information sur la sécurité, un empreintes digitales, des casiers judiciaires, des des formulaires de renseignements personnels, des ou susceptibles à l'être. Ces dossiers renferment sécurité de certaines personnes nommées par décret relatifs à l'habilitation au secret ou à l'évaluation de

permet de conserver des renseignements permettant à la délivrance de cartes d'identité. But : Ce fichier correspondance relative à l'habilitation au secret et du renseignement de sécurité (SCRS) et de la résumé des enquêtes sur place du Service canadien

de fournir des évaluations de sécurité sur certaines les renseignements relatifs aux cotes de sécurité, et confirmer auprès d'autres ministères du gouvernement de déterminer la cote de sécurité d'un employé, de

toujours valide. Dans ces derniers cas, les dossiers cessation d'emploi, sauf dans les cas où la cote est l'être. Les dossiers sont détruits deux ans après la personnes nommées par décret ou susceptibles de

APC: 86-001 Renvoi au dossier #: PCO ADM 918 sont détruits à la date d'expiration de la cote. No.

et une description de leur contenu. cette publication) une définition des fichiers ordinaires

et d'avion Accidents d'automobile, de bateau, d'embarcation

Code régissant les conflits d'intérêts et Aide aux employés

Vous trouverez dans l'INTRODUCTION (au début de

l'après-mandat

Dossier personnel d'un employé

Dotation

Fichiers ordinaires

Evaluation du rendement

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Stationnement

Chapitre 45 Bureau du Directeur général des élections

Autorisations sécuritaires

Dotation

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Fichiers ordinaires

et nue describtion de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

et d'avion Accidents d'automobile, de bateau, d'embarcation

Aide aux employés

Bureau de l'enquêteur correctionnel

Chapitre 40

par le ministère du Solliciteur général Canada. Bureau de l'enquêteur correctionnel sont détenus Note: Les renseignements sur les employés du

canadien du renseignement de sécurité Bureau de l'Inspecteur général du Service

Chapitre 47

le ministère du Solliciteur général du Canada. du renseignement de sécurité sont détenus par Bureau de l'Inspecteur général du Service canadien Note: Les renseignements sur les employés du

Bureau du Canada pour le millénaire

Formation et perfectionnement

Harcèlement

Bureau du Canada sur le règlement des questions

Langues officielles

Griefs

Voyages et réinstallations

Sécurité et santé au travail

Programme d'équité en matière d'emploi

Présences et congés

Mesures disciplinaires

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début

ordinaires et une description de leur contenu. de cette publication) une définition des fichiers

Code régissant les conflits d'intérêts et

Cartes d'identification et laissez-passer

Autorisations sécuritaires

Evaluation du rendement

Le Bureau du Canada sur le règlement des questions

des pensionnats autochtones

- Chapitre 42

l'accès à l'information et à la Loi sur la protection des des pensionnats autochtones est assujetti à la Loi sur

Chapitre 43

Dotation

l'après-mandat

- renseignements personnels.

Bureau de la sécurité des transports du Canada

Chapitre 39

employés mis en nomination pour le trophée. Usages compatibles: L'information contenue dans ce fichier permet de créer des précédents. Normes de conservés pendant six années, après quoi ils sont conservés pendant six années, après quoi ils sont confiés aux Archives nationales. Enregistrement sont confiés aux Archives nationales. Enregistrement sont confiés aux Archives nationales.

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'aprèsmandat

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

.

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

Fichiers particuliers

de fichier: BST PPE 805 semestre. Enregistrement (SCT): 002982 Numéro banques de données sont mises à jour à chaque emploi et ils sont par la suite détruits lorsque les BSI pendant tout le temps où l'employé est à son au sujet des employes actuels sont conservés par le conservation et de destruction : Les renseignements affectations temporaires au sein du Bureau. Normes de temps à autre à identifier des candidats pour des à son nom. De plus, le profil de l'employé(e) sert de pouvoir associer la physionomie d'un(e) employé(e) bureaux regionaux, nous voulons tout bonnement humaines et, étant donné que nous avons plusieurs des employés, rapports de gestion des ressources competence, connaissances linguistiques, répertoire aux fins de planification de la relève, révision de la compatibles: Le Bureau recueille des données renseignements personnels sur les employés. Usages direction et des agents de personnel une banque de regroupée afin de mettre à la disposition de la haute nouveaux employés. But: Cette information est employées pour une période indéterminée et les du BST. Catégorie de personnes: Les personnes pour ajouter au fichier le nom de nouveaux employés ou une promotion. On profite de cette mise à jour à tous les six mois afin de signaler une reclassification est établi à partir de ces renseignements et mis à jour correspond à l'information fournie. Un profil d'employé du curriculum vitae de la personne en question et étrangères qu'elle maîtrise. Cette information est tirée de travail, sa première langue officielle et les langues ses accréditations professionnelles, son expérience données personnelles comme le niveau de scolarité, son niveau de classification; il contient également des relève, son lieu de travail, son groupe professionnel et son titre de poste, la direction et la division dont elle la personne de même que des renseignements tels que Description: Ce fichier contient une photographie de Profils des employés

Irophée Gerry-Saull
Description: Ce fichier contient de l'information sur les employés du BST dont le nom a été retenu en vue de l'attribution du trophée d'excellence ou de contribution exceptionnelle pour la promotion de la sécurité aérienne. Catégorie de personnes: Les sécurité aérienne. Catégorie de personnes: Les employés du BST. But: Connaître le nom des

degré de fiabilité d'une personne et à attribuer la compatibles: Les documents servent à établir le recevoir une autorisation de sécurité. Usages employés qui doivent, en raison de leurs fonctions, l'attribution de la cote de sécurité appropriée aux d'emmagasiner les renseignements qui ont trait à renseignements concernant les vérifications de fiabilité, But: Ce fichier a pour but de consigner les temporairement accès aux immeubles de la Banque. les travailleurs de la construction qui doivent avoir le personnel chargé d'effectuer des réparations et

002236 Numéro de fichier: BDC PPE 842 après quoi ils sont détruits. Enregistrement (SCT): une période de trois ans après l'expiration du permis, de destruction : Les dossiers sont conservés pendant permis de stationnement. Normes de conservation et compatibles: Oe fichier sert à tenir un dossier des

après quoi ils sont détruits. Enregistrement (SCT): l'ordonnance de saisie de salaire n'est plus en vigueur, dossiers sont conservés six ans à partir du moment où Normes de conservation et de destruction : Les à l'exécution des ordonnances de saisie de salaire. et le règlement afférent. Usages compatibles : Veiller l'exécution des ordonnances et des ententes familiales la Loi de l'impôt sur le revenu et de la Loi d'aide à être indiqué. Son utilisation est parfois autorisée par de salaire. Le numéro d'assurance sociale peut ou non renseignements concernant les ordonnances de saisie Canada. But: Ce fichier a pour but d'emmagasiner des Catégorie de personnes: Employés de la Banque du saisie de salaire et la correspondance s'y rapportant. Description: Ce fichier renferme les ordonnances de Tiers Saisis

Vérifications de fiabilité et autorisations de sécurité 000076 Numéro de fichier: BDC PPE 822

quoi ils sont détruits. Enregistrement (SCT): 000075 conservés pendant une période de sept ans, après conservation et de destruction : Les dossiers sont employés en service commandé. Normes de de remboursement des frais de déplacement des Fournir des avances et approuver des demandes déplacement des employés. Usages compatibles: des renseignements concernant les frais de du Canada. But : Ce fichier a pour but d'emmagasiner Catégorie de personnes: Employés de la Banque déplacements des employés en service commandé. es itinéraires ainsi que la correspondance relative aux reçus, les dispositions prises en vue de voyages et es avances, les demandes de remboursement, les Description: Ce fichier contient des données sur Voyages

Numéro de fichier: BDC PPE 841

nationales du Canada (Chapitre 35).

nationale sont les mêmes que ceux des Archives

Les fichiers concernant les employés de la Bibliothèque

BDC PPE 816 Enregistrement (SCT): 002216 Numéro de fichier: détruits sur réception d'un avis d'octroi de grâce. renseignements relatifs à celui-ci sont immédiatement puis détruits. Si la personne a un casier judiciaire, les de leur dernière utilisation à des fins administratives, contractuels sont conservés deux ans après la date puis détruits. Les documents concernant les une période de deux ans après le départ de l'employé, destruction: Les documents sont conservés pendant et aux licenciements. Normes de conservation et de mutations, aux promotions, aux mesures disciplinaires fiabilité et aux autorisations de sécurité ainsi qu'aux à étayer les décisions relatives aux vérifications de mesures de sécurité de la Banque. Le fichier sert aussi les renseignements nécessaires à l'application des cote de sécurité appropriée. Ils fournissent aussi

d'enquête de sécurité sur le personnel et autorisation des exemplaires remplis des formules de Demande Service canadien du renseignement de sécurité, et de vérifications de dossiers effectuées par le Evaluation de sécurité, les résumés d'enquêtes questionnaires - Cote de sécurité du personnel et En outre, on y trouve des exemplaires remplis des formules de demande d'émission de carte d'accès. et des rapports de vérification de solvabilité; des Canada et (ou) des vérifications d'empreintes digitales, de casiers judiciaires de la Gendarmerie royale du des empreintes digitales, les résultats des vérifications d'identification des employés, des fiches renfermant

Description: Ce fichier renferme des numéros

Employés de la Banque du Canada; les contractuels,

avis de cote de sécurité peuvent être versés au dossier

personnel de l'employé. Catégorie de personnes:

l'autorisation de sécurité attribuée à l'employé. Les

des instructions données à l'employé concernant

du gouvernement canadien, des comptes rendus

Chapitre 38

Fichiers ordinaires

ordinaires et une description de leur contenu. de cette publication) une définition des fichiers Vous trouverez dans l'INTRODUCTION (au début

Bibliothèque nationale du Canada

BDC PPE 820 Enregistrement (SCT): 002212 Numéro de fichier: administratives, des renseignements en question. econies depuis la derniere utilisation, à des fins dossier est detruit, pourvu que deux ans se soient genx sus sbres le deces de l'employe; après quoi le ce dne Lembioye ait atteint l'age de 10 ans ou jusqu'à de l'employé, le dossier personnel est gardé jusqu'à de conservation et de destruction : Apres le depart a la saisie-arret et à la distraction des fonds. Normes la saisie-arret et la distraction de pension, de proceder le cas echeant, a permettre, conformément à la Loi sur effectués en trop et des dettes envers la Couronne et, employes) et a etayer le recouvrement des palements paye (par exemple, la remuneration et l'admissibilité des verification et la conciliation des comptes relatifs à la speciales se presentent. Le tichier sert aussi a la bont certains individus lorsque des circonstances ticuler; toutetois, it peut y avoir des cas d'exception uniforme. Il faut absolument inscrire le NAS dans ce l'administration de la paye et des avantage est s des fins d'identification et pour s'assurer que Le numèro d'assurance sociale (NAS) est utilisé realtements et des indemnites ainsi que des retenues. sert principalement à approuver le paiement des rassurance-emploi. Usages compatibles: Ce fichier eu vertu de la Loi de l'impôt sur le revenu, Loi sur L'utilisation du numéro d'assurance sociale est exigee sur l'administration de la remunération et des avantages. Canada. But: Ce fichier contient de la documentation caregorie de personnes : Employes de la Banque du bar le service de la paye et le service du personnel. corriger le dossier de l'employé tenu conjointement les traitements, les pensions et les retenues ou de nu avateme automatisé pour lui permettre de calculer des renseignements ci-dessus ont été introduits dans au dossier personnel de chaque employé. Certains relatif aux gains et a la pension de retraite sont joints relatifs a la saisie-arret et a la distraction. Le dossier comprendre des dispositions concernant les fonds baye et des avantages. Le tichier peut egalement a correspondance connexe à l'administration de la y compris le numero d'assurance sociale, ainsi que au traitement et aux avantages pour chaque employe, deductions qui présentent des renseignements relatifs necessaires pour la rémunération, les indemnités et les Description: Ce tichier contient les certifications Rémunération et avantages

Stationnement
Description: Ce fichier renferme les demandes
de permis et la correspondance concernant le
stationnement de véhicules à moteur sur des propriétés
publiques. Le fichier concernant la rémunération et les
avantages renferme les dossiers relatifs aux déductions
pour le paiement des frais de stationnement. Catégorie
de personnes: Employés de la Banque du Canada.
But: Ce fichier a pour fonction d'emmagasiner des
renseignements relatifs à l'administration des privilèges
renseignements relatifs à l'administration des privilèges
renseignements relatifs à l'administration des privilèges

001942 Numero de fichier: BDC PPE 817 sont detruits immediatement. Enregistrement (SCT): plus recents sont reçus, les anciens questionnaires l'employe, puis détruits. Lorsque des questionnaires conserves pendant deux ans après le départ de duestionnaires sur l'équité en matière d'emploi sont Normes de conservation et de destruction: Les ednirable des groupes désignés à la Banque. des mesures a prendre pour assurer une représentation des donnees statistiques ou administratives à l'appui effectif plus représentatif. Elles peuvent servir à établir de la banque dans le but de tavoriser la création d'un maintien du programme d'equite en matiere d'emploi compatibles: Ces données sont utilisées pour le des demandes d'emploi (BDC PPU 035). Usages des données d'auto-identification dans le fichier Dossier marche du travail. Il est également possible d'obtenir comparaisons a ce chapitre avec l'ensemble du avec celle des autres employés et d'établir des des membres de groupes designés, à la Banque, Ces données permettent aussi de comparer la situation Développement des ressources humaines Canada. breparation du rapport annuel adresse au ministre de de produire des données statistiques qui servent à la liculers au moyen du numero d'employe et ce, en vue renseignements personnels contenus dans d'autres et les minorités visibles. Ils peuvent aussi être reliés aux temmes, les autochtones, les personnes handicapées Ranque entre les divers groupes désignés, a savoir les rapleau complet de la repartition des effectifs de la la politique en la matiere. Ils permettent de dresser un d'équité en matière d'emploi et pour l'application de c, est a dire pour la mise en oeuvre du programme qu'aux fins de la Loi sur l'équité en matière d'emploi, du Canada. But: Ces renseignements ne sont utilises confractuels et employés temporaires de la Banque s plein temps ; employes réguliers à temps partiel ; visible. Catégorie de personnes: Employès réguliers paudicapés ou s'ils sont membres d'une minorité membres d'un groupe autochtone, s'ils sont a indiquer à quel sexe ils appartiennent, s'ils sont une base volontaire : les répondants sont invités

Réinstallations
Description: Ce fichier renferme les autorisations, les avances, les demandes de remboursement, les reçus, et le courrier concernant les réinstallations des employés. Catégorie de personnes: Employés de la Banque du Canada. But: Ce fichier a pour but d'emmagasiner des renseignements concernant les réinstallations des renseignements concernant les sinsi que les avances et les demandes de réinstallation ainsi que les avances et les demandes de destruction: Les dossiers sont conservation et de destruction: Les dossiers sont conservés pendant destruction : Les dossiers sont conservés pendant transaction, et sont ensuite détruits. Enregistrement transaction, et sont ensuite détruits. Enregistrement descrips.

langues officielles. Normes de conservation et de destruction: Les dossiers sont conservés pendant deux ans après le départ de l'employé, puis détruits. Enregistrement (SCT): 002214 Numéro de fichier:

détruits. Enregistrement (SCT): 002219 Numèro date à laquelle la mesure disciplinaire a été prise, puis conservés pour une période de cinq ans suivant la conservation et de destruction : Les dossiers sont rétrogradations et à la fin d'emploi. Normes de aux présences et aux congés ; aux mutations, aux décisions relatives à la rémunération et aux avantages; déterminer la nature de celles-ci ; il sert à étayer les lien de prendre des mesures disciplinaires et a compatibles: Ce fichier sert aussi à déterminer s'il lorsque des mesures disciplinaires sont prises. Usages Ce fichier sert à conserver les renseignements utilisés bersonnes: Employès de la Banque du Canada. But: au dossier personnel de l'employé. Catégorie de avis de mesures disciplinaires peuvent être joints de ces enquêtes. Il est important de signaler que les d'inconduite possible et le rapport d'analyse qui résulte obinions jundiques; les enquêtes relatives à des cas ge l'inconduite d'un employe; les témoignages; les qisciblinaires et la correspondance echangee au sujet Description: Ce fichier contient des avis de mesures Mesures disciplinaires

trois ans, puis détruits. Enregistrement (SCI): destruction: Les dossiers sont conservés pendant taux d'absenteisme, Normes de conservation et de déterminer quelle est l'utilisation des congés et le eu ce dni a trait aux congés et à la fin d'emploi ; relatives à la rémunération et aux avantages notamment compatibles: Ce fichier sert a etayer les decisions qes coudes et qes bresences des employes. Usages But: Ce fichier a pour but d'étayer l'administration de personnes: Employes de la Banque du Canada. bresence/temps, conges et absences). Categorie de donnees sur le personnel de l'institution (systemes modules automatisés enregistrés dans des bases et aux présences sont présentés sous forme de employé. Certains renseignements relatits aux congés brésences est annexé au dossier personnel d'un et aux congés, Le relevé annuel des congés et des siual dne ja collesbondance connexe aux presences d'identification de l'employé, les demandes de congé et des sommaires qui renterment le numero d'introduction de données relatives aux absences Description: Ce fichier renferme des formules Présences et congès de fichier: BDC PPE 836

Programme d'équité en matière d'emploi Description: Ce fichier contient les renseignements personnels sur les employés qui sont requis pour le maintien du programme d'équité en matière d'emploi de la Banque. Ces renseignements sont fournis sur

002211 Numéro de fichier: BDC PPE 821

Catégorie de personnes: Employés de la Banque du Canada. But: On consigne dans ce fichier les renseignements utilisés lors de la procédure de réglement des griefs. Usages compatibles: Les renseignements contenus dans ce fichier sont utilisés exclusivement pour consigner et, le cas échéant, résoudre les griefs à tous les paliers de la procédure. Mormes de conservation et de destruction: Les dossiers sont conservés pendant une période de cinq ans après la date de règlement du grief, puis détruits. Enregistrement (SCT): 002218 Numéro de fichier:

002237 Numèro de fichier: BDC PPE 837 un cas donné, puis détruits. Enregistrement (SCT): dernière mesure administrative prise relativement à couseines bendant une periode de cinq ans apres la conservation et de destruction : Les dossiers sont atin de mettre fin à cette situation. Normes de dn, il taut prendre, y compris des mesures disciplinaires, dans l'affirmative, à déterminer les mesures appropriées déterminer s'il y a vraiment un cas de harcèlement et, de travail. Usages compatibles: Ce fichier sert à traiter des plaintes relatives au harcèlement sur le lieu les renseignements necessaires qui permettent de de la Banque du Canada. But : Ce fichier renferme qisciblinaires. Catégorie de personnes: Employés secont aussi places dans le tichier relatif aux mesures prendre une mesure disciplinaire, les renseignements a, nue eudnete, on convient qu'il est nécessaire de le dossier personnel du plaignant. Lorsqu'à la suite l'objet d'un dossier distinct et ne pas être placés dans d'incidents donnés. Ces renseignements doivent faire les dossiers relatifs aux décisions prises au sujet faites par la direction; les analyses des situations et femoins des incidents; les sommations aux enquetes tait le harcelement; les dossiers des entrevues avec les les plaignants et avec la personne qui a supposement harcèlement; les dossiers des entrevues réalisées avec les lettres de plainte concernant des incidents relatifs au Description: Ce fichier a pour fonction d'emmagasiner Harcèlement

vérifier l'administration des programmes relatifs aux déterminer le statut linguistique de l'employé et de réalisations des employés. Il permet aussi de à justifier les besoins en formation linguistique et les Usages compatibles: Ce fichier sert principalement en matière de langues officielles relatives aux employés. documentation relative à l'administration des politiques du Canada. But: Ce fichier a pour but de tournir de la Catégorie de personnes: Employés de la Banque de l'employè en matière de langues officielles. et la correspondance concernant les qualifications connaissance linguistique; les certificats de formation numéro d'identification de l'employé; les niveaux de comme la principale langue officielle de l'employe et le personnelles de base utilisées à des fins d'identification, Description: Ce fichier renterme des données rsudnes otticielles

(SCT): 002213 Numéro de fichier: BDC PPE 825 ans, après quoi ils sont détruits. Enregistrement gossiers sont conservés pendant une période de cinq Normes de conservation et de destruction : Les également à les inscrire et à confirmer leurs réalisations. conts de tormation et de perfectionnement et il sert sert à approuver la participation des employés à des bettectionnement. Usages compatibles: Ce fichier l'administration des programmes de formation et de s bont but de tournir de la documentation pour Employes de la Banque du Canada. But : Ce fichier bersonnels des employés. Catégorie de personnes: d'evaluation du rendement annexée aux dossiers bettectionnement sont consignes sur la formule res renseignements se rapportant aux besoins de sout joints aux dossiers personnels des employés. dossiers relatifs a la participation et aux realisations organisations privées. Il convient de signaler que les barrainés par la Banque du Canada ou par des s des cours de tormation et de perfectionnement

de fichier: BDC PPE 827 dix (10) ans. Enregistrement (SCT): 003424 Numéro couseives a des fins de statistique pour une période de renseignements sur les candidats sont informatisés et leur dernière utilisation (aucune affectation). Certains de deux ans apres la fin de l'affectation ou apres renseignements sont conservés pendant une période Normes de conservation et de destruction : Les d'administration et de planification de carrière. Banque. Ils sont aussi utilisés à des tins de statistique, q, occuber les bostes à combler par affectation à la bermettent de repérer les employés susceptibles nasdes compatibles: Les renseignements obtenus Banque et à appuyer l'administration des programmes. interesses ou selectionnes pour des affectations a la g feuir à jour une banque de données sur les employés programme de perfectionnement. But: Ce fichier sert exbrime leur intention de participer à l'un ou à l'autre departements de la Banque ainsi que ceux qui ont eventuelles dans leur departement ou dans d'autres an Canada qui ont ete choisis pour des affectations Catégorie de personnes : Les employés de la Banque brogrammes de perfectionnement par affectation. l'affectation et la correspondance reliée à divers de demande d'affectation, les ententes concernant entrevues, les précisions sur l'affectation, les formules employés, les renseignements fournis durant les Description: Ce tichier contient les profils des de perfectionnement par affectation Formation et perfectionnement - Programmes

la correspondance échangée au sujet des griets. lors de griefs portant sur la classification et toute q susilive : les descriptions de poste nécessaires obinions juridiques; les rapports d'enquête et reponses de la direction; les temoignages; les bar les employes ; les accuses de reception et les nescubriou: Ce liculer conflent les gnets presentes STAITE

> 002210 Numéro de fichier: BDC PPE 810 ciud aus' bnis détruites. Enregistrement (SCI): au dossier de l'employé pendant une période de Les evaluations de rendement sont conservées administratives des renseignements en question. écoulés depuis la dernière utilisation à des fins le dossier est détruit, pourvu que deux ans se soient genx sus sbrès le décès de l'employe; après quoi ce due l'employé ait atteint l'âge de 70 ans ou jusqu'à de l'employe, le dossier personnel est garde jusqu'à de conservation et de destruction : Après le départ vérification des références professionnelles. Normes discipline; aux autorisations sécuritaires ainsi qu'à la brotessionnelles; aux langues officielles; a la au perfectionnement; à l'hygiene et a la securite rémunération et aux avantages ; à la formation et s la dotation, aux présences et aux conges ; a la retraite. Il sert aussi à identifier les décisions relatives rétrogradations, la fin de l'emploi et les pensions de les nominations, les mutations, les promotions, les documentation et donner des autorisations pour Ce fichier sert principalement à tournir de la

> de fichier: BDC PPE 815 détruites. Enregistrement (SCT): 002013 Numéro Lannee durant laquelle elles ont ete reçues, puis couseivées pendant une période de deux ans après de destruction: Les demandes de dotation sont bourvoir des postes. Normes de conservation et données servent à sélectionner des candidats et à la dotation de postes. Usages compatibles: Ces des renseignements qui peuvent être utilisés pour de la Banque du Canada. But : Ce fichier contient a, nu employe. Categorie de personnes: Employés s des decisions de dotation dans le dossier personnel l'employe. On peut egalement trouver des avis relatits les niveaux d'etude et le numero d'identification de renseignements personnels qui peuvent comprendre dans les dossiers du fichier une grande variété de du repertoire des ressources humaines. On trouve moyens, y compris par voie de concours et à l'aide correspondance relative à la dotation faite par divers ottres d'emploi, les avis destinés aux candidats, la les notes d'entrevue et les résultats de tests, les a, emploi des candidats, les listes de candidats, répertoire des ressources humaines, les demandes les demandes de mutation, les imprimes relatifs au échelles de salaire et les profils de sélection. Il contient couconia: celles-ci decrivent les postes a combler, les Description: Ce fichier contient les affiches de Dotation

correspondance relative à la participation des employés er cerrificars; releves de palement des frais; d'identification de l'employe; resultats des examens formules de demande et évaluations; numéro sexe de l'employe; langue choisie pour la tormation; renseignements personneis et documents suivants: nescribriou: Ce liculer comprend notamment les Formation et perfectionnement

Numéro de fichier: BDC PPE 830 SO ans de plus. Enregistrement (SCI): 002215 spécifiques, p. ex. des audiogrammes, sont conservés relatifs à des substances designees ou a des examens est ultérieure à la date du départ. Certains dossiers la date de la dernière inscription au dossier, si celle-ci les 20 années qui suivent le départ de l'employé ou destruction: Les dossiers sont conserves pendant d'avantages sociaux. Normes de conservation et de brogrammes de santé au travail et de certains régimes qocnimentation nécessaire à l'administration des evaluations medicales des employes et de tournir la Ce tichier a pour but de consigner les résultats des bersonnes: Employès de la Banque du Canada. But: l'indemnisation des accidents de travail. Categorie de particuliers et des exemplaires des rapports relatifs à l'aide fournie aux employés éprouvant des problèmes médicaux personnels, dont les documents concernant examens de sante ainsi que tous les renseignements Description: Ce fichier renterme les dossiers des Dossier de sante des employes

(SCT): 003289 Numéro de fichier: BDC PPE 818 des fins administratives, puis détruits. Enregistrement l'employé ou deux ans après leur dernière utilisation à pendant une période de deux ans après le départ de et de destruction: Ces dossiers sont conservés confrole des cartes d'accès. Normes de conservation Osages compatibles: Ce fichier sert à l'émission et au données concernant l'emission des cartes d'acces, But: Ce fichier sert à tenir à jour une banque de Banque du Canada, les entrepreneurs et les locataires. qe bersonnes: Les employes et les retraités de la trouver dans les immeubles de la Banque. Catégorie anx jius qiqeutijication des bersonnes autorisees a se de cartes d'accès, ces renseignements étant utilisés q, identification des employes nécessaires à l'émission cofes de sécurité, le statut professionnel et les numéros carte d'accès, les noms, les vidéophotographies, les consignés sur les formules d'autorisation d'émission de Description: Ce fichier renferme les renseignements Cartes d'accès

BDC PPE 819 Enregistrement (SCT): 004236 Numéro de fichier: de 6 mois après le départ de l'employé, puis détruits. dossiers sont conservés pendant une période maximale etc. Normes de conservation et de destruction: Ces de matériel connexe tel l'ameublement, les téléphones, fichier sert à l'affectation des locaux et à l'attribution la répartition des locaux. Usages compatibles: Ce et les entrepreneurs. But : Aider la Banque à gérer bersonnes: Les employés de la Banque du Canada numeros de leur carte d'accès. Catégorie de et les niveaux de poste des employés ainsi que les les numéros d'identification, le statut professionnel locaux et des ressources connexes, soit les noms, ntilisés pour soutenir la gestion de la répartition des Description: Ce fichier renferme les renseignements Base de données de gestion des installations

de l'employe et de l'employeur. Usages compatibles: bersonnel soient coordonnées dans le meilleur intérêt de faire en sorte que les mesures prises en matière de soit d'une maniere conforme aux usages prevus, afin renseignements peuvent être utilisés, en autant que ce bins detailles contenus dans d'autres banques. Ces de manière succincte reliès à d'autres renseignements le tichier peut contenir des renseignements présentes autre domaine. Et ce qui a trait aux cas susmentionnes, avoir une incidence sur une décision prise dans un renseignements contenus dans un domaine peuvent discipline ; au niveau de sécurité ; lorsque les brofessionnelles; aux langues officielles; à la et au développement; à l'hygiène et à la sécurité à la rémunération et aux avantages ; à la formation ayant trait à la dotation ; aux présences et aux congés ; etre utilisés aux fins suivantes : prendre des décisions conferns dans les dossiers d'un employe peuvent l'administration du personnel. Les renseignements d'une personne et est conservé afin de faciliter confient le dossier de toutes les periodes d'emploi Employés de la Banque du Canada. But: Ce fichier connexes au besoin. Catégorie de personnes: brésences et les congés ainsi que d'autres rapports moyen du répertoire des ressources humaines, les sujets tels que la formation, la dotation effectuée au afin de permettre la préparation de rapports sur des certains sont introduits dans un système informatisé domaines susmentionnés. Parmi ces renseignements, personnels utilisés pour prendre des décisions dans les L'employè ne comprenne pas les renseignements ce chapitre. Il est possible que le dossier individuel de sujets dans les autres fichiers particuliers décrits dans bulucibale serie de renseignements concernant ces autorisations sécuritaires. On trouve toutetois la au travail; les langues officielles; la discipline; et les les décisions concernant les indemnités et l'aptitude et les avantages ; la formation et le perfectionnement ; dotation ; les présences et les congés ; la rémunération comprendre des résumés de décisions concernant la l'employé. Le dossier individuel d'un employé peut les certificats et les raisons qui ont mené au départ de les domaines de service; la fin de l'emploi, y compris concernant le service militaire, y compris les périodes et egalement y trouver, le cas echeant, des renseignements y compris les noms des bénéficiaires. On peut titres et les traitements; les pensions et les assurances, les numéros de poste, les groupes, les niveaux, les évaluations du rendement; la classification, y compris compris les périodes de stage, la durée de l'emploi ; les promotions et les démotions ; les périodes d'emploi, y dans l'organisation; les nominations, les mutations, les references; l'emplacement geographique et la situation emplois antérieurs détenus ; le curriculum vitae et les les études (diplômes, certificats et bulletins); les de l'employé; l'adresse du domicile; la citoyenneté; compris l'âge et le sexe ; le numéro d'identification concernant les caractéristiques personnelles, y Description: Ce fichier renferme des renseignements Dossier personnel d'un employé

fichier: BDDC PPE 801 est fait. Enregistrement (SCT): 003752 Numéro de années qui suivent celle à l'égard de laquelle un rapport documents seront conservés au moins durant les cinq Normes de conservation et de destruction : Ces politiques connexes à l'équité en matière d'emploi. être utilisés à l'élaboration et à la mise en place de équitable. Les renseignements peuvent également

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

et d'avion Accidents d'automobile, de bateau, d'embarcation

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Evaluation du rendement

Harcèlement

Langues officielles

Présences et congés

Sécurité et santé au travail

Voyages et réinstallations

Numéro de fichier: BDDC PPE 810 soient plus en vigueur. Enregistrement (SCT): 003751 mesures concernant la saisie-arrêt et la distraction ne soient réglées, que la dette soit recouvrée ou que les jusqu'à ce que les questions de paiement excédentaire de fonds. Dans ces cas les dossiers sont conservés des mesures relatives à la saisie-arrêt et à la distraction des dettes dues à la Couronne, de mise en vigueur des questions de paiement excédentaire, de perception toutefois, ne s'applique plus dans les cas de règlement ordinaire dossier personnel d'un employé. Cette règle,

groupes désignés d'être représentées d'une manière aménagements) permettant aux personnes dans des et d'introduire des mesures spéciales (i.e. formation, déterminer et d'éliminer la discrimination systémique du Programme d'équité en matière d'emploi afin de renseignements recueillis sont utilisés dans le cadre et minorités visibles). Usages compatibles: Les (i.e. femmes, autochtones, personnes handicapées vue d'ensemble sur les employés par groupes désignés effectifs. Ces données sont recueillies afin d'obtenir une ressources humaines, Canada sur l'analyse des dans la rédaction de rapports à Développement des programme d'équité en matière d'emploi ainsi que renseignements sont utilisés dans l'implantation d'un à temps partiel; employés temporaires. But: Les bermanents à temps plein ; employés permanents des employés. Catégorie de personnes: Employés carrière, ainsi que la formation et le développement l'expérience de travail antérieure, les aspirations de également des données sur la formation académique, race, à l'origine ethnique, et aux déficiences. Il contient basés sur l'auto-identification et reliés au sexe, à la Description: Oe fichier contient des renseignements Sondage sur l'équité en matière d'emploi

Banque du Canada

Chapitre 37

Accidents de travail Fichiers particuliers

documentation nécessaire à l'administration des qui surviennent subséquemment; et fournir la sont aggravées par celles-ci et aux incapacités qui découlent des conditions de travail ou qui les dossiers relatifs aux lésions et aux maladies du Canada. But : Ce fichier a pour but de consigner Catégorie de personnes: Employés de la Banque d'accident sont produits sur micro-ordinateur. administrés. En outre, des sommaires des rapports notamment les dossiers sur les premiers soins quindemnisation et la correspondance connexe, découlent des conditions de travail, les demandes relatifs aux accidents et aux lésions ou maladies qui Description: Ce fichier comprend les rapports

002217 Numéro de fichier: BDC PPE 831 survenance, puis détruits. Enregistrement (SCT): conservés pendant 10 ans suivant la date de maladies qui découlent des conditions de travail sont Les dossiers relatifs aux accidents et aux lésions ou solus sont conservés pendant deux ans, puis détruits. destruction: Les dossiers se rapportant aux premiers blessés au travail. Normes de conservation et de adéquate aux employés victimes d'accidents ou blessures. Ce fichier sert à assurer une indemnisation santé au travail ainsi que les causes d'accidents ou de données y sont consignées concernant la sécurité et la des accidents et de protection de la santé. Des fichier sert à tenir des dossiers à des fins de prévention de la Banque du Canada. Usages compatibles: Ce programmes de sécurité et de santé au travail au sein

Programme de récompenses

Description: Ce fichier contient des renseignements
sur les employés qui ont mérité ou pourraient mériter

fichier: BDDC PPE 805 Enregistrement (SCT): 003748 Numéro de renseignements jusqu'à la fin du contrat. et de destruction : Le consultant conserve les des renseignements. Normes de conservation assurer la confidentialité des personnes ayant demandé de la BDC et leurs personnes à charge de façon à assurer la suite des services rendus aux employés But: L'information est utilisée par le consultant pour Les employés de la BDC et leurs personnes à charge. confidentiel du programme. Catégorie de personnes: sont pas remis à la BDC afin de maintenir le caractère la consultation sont conservés par le consultant et ne mentionné précédemment. Les documents concernant le Programme d'aide aux employés au groupe consultant ont été retenus par la BDC afin qu'il offre directement avec le consultant. Les services du ayant besoin de conseils doivent communiquer à charge, Les employés et leurs personnes à charge offert aux employés de la BDC et à leurs personnes concernant un service-conseil volontaire et confidentiel Description: Oe fichier contient des renseignements Programme d'aide aux employés

Numéro de fichier: BDBC PPE 820 respectées. Enregistrement (SCT): 003923 de conservation applicables à ce fichier sont personnel d'un employé», auquel cas les périodes parties peuvent être transférées au «Dossier pendant six ans avant d'être détruites. D'autres destruction: Certaines parties sont conservées d'emploi. Normes de conservation et de aux mutations, aux rétrogradations et aux cessations aux avantages sociaux, aux présences et aux congés, étayer les décisions relatives à la rémunération et disciplinaires ainsi que la nature desdites mesures et Déterminer la nécessité d'un recours à des mesures les mesures disciplinaires. Usages compatibles: sert à consigner les renseignements servant à établir de personnes : Employés de la BDC. But : Ce fichier joints au dossier personnel de l'employé. Catégorie que les avis de mesures disciplinaires peuvent être issus de ces enquêtes. Il est important de signaler inconduites présumées ainsi que les rapports d'analyse témoins, les opinions juridiques, les enquêtes sur les aux inconduites des employés, les déclarations des mesures disciplinaires et la correspondance relative Description: Ce fichier renferme les avis de

les normes de conservation et de destruction du fichier transférés aux Archives nationales du Canada et suivent le dossier personnel de l'employè correspondant et plus un an. Les dossiers sont ensuite fusionnés avec conservés par la BDC pour toute la durée de l'emploi, conservation et de destruction : Les dossiers sont conformément aux lois applicables. Normes de envers la Couronne et, le cas échéant, permettre, étayer le recouvrement des trop-payés et des dettes la rémunération et l'admissibilité des employés) et conciliation des comptes relatifs à la paye (par exemple, Usages compatibles: Permettre la vérification et la d'exception lorsqu'il y a des circonstances spéciales. d'assurance sociale; toutefois, il peut y avoir des cas des avantages soit uniforme. Il faut inscrire le numéro et afin d'assurer que l'administration de la paye et d'assurance sociale est utilisé à des fins d'identification et des indemnités ainsi que les retenues. Le numéro sert également à approuver le paiement des traitements rémunération et des avantages au sein de la BDC. Il contient de la documentation sur l'administration de la personnes: Employés de la BDC. But: Ce fichier dossier personnel de chaque employé. Catégorie de touchant les gains et la pension de retraite est joint au relatifs à la saisie-arrêt et la distraction. Le dossier comprendre des dispositions concernant les fonds paye et des avantages. Le fichier peut également la correspondance connexe à l'administration de la y compris le numéro d'assurance sociale, ainsi que du traitement et des avantages pour chaque employé déductions et présente des renseignements au sujet nécessaires pour la rémunération, les indemnités et les Description: Ce fichier contient les certifications Rémunération et avantages

(SCT): 003922 Numéro de fichier: BDBC PPE 815 de trois ans avant d'être détruits. Enregistrement sont alors conservés pendant une période additionnelle à la suggestion, le dossier devient inactif. Les registres ans. Si, au bout de deux ans, on n'a pas donné suite dossiers restent actifs pendant une période de deux Normes de conservation et de destruction: Les ainsi que la remise des récompenses, le cas échéant. servi à contrôler le processus entourant les suggestions faite. Usages compatibles: Le système informatique a des suggestions et à consigner l'évaluation qui en a été fichier a visé à identifier les employés qui ont formulé une suggestion en vertu du programme. But: Ce de personnes: Employés de la BDC qui ont présenté elle a valu une récompense à son auteur. Catégorie sur quoi elle porte, si elle a été mise en œuvre ou si de l'employé ainsi que le numéro de la suggestion, ce données comprennent notamment le nom et le titre programmes de suggestions de la Banque. Les une récompense dans le cadre des anciens

Ohapitre 36

Mesures disciplinaires

Fichiers particuliers

et à fournir à l'individu une attestation de service. Usages compatibles: Ce fichier est utilisé par les institutions du gouvernement fédéral pour des fins administratives. Normes de conservation et de destruction: Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 90 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. No. APC: 85-012 Renvoi au dossier #: SPC CDP 170 Enregistrement (SCT): 000563 Numéro de fichier: APC PPE 711

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Vérification de la fiabilité

Voyages et réinstallations

APC PPE 713 Enregistrement (SCT): 000565 Numéro de fichier: APC: 85-012 Renvoi au dossier #: APC CDP 170 aux Archives nationales à des fins archivistiques. No. 90 ans et après cette période, ils seront conservés gardés jusqu'à ce que le sujet ait atteint l'âge de conservation et de destruction : Ces dossiers sont fédéral pour des fins administratives. Normes de fichier est utilisé par les institutions du gouvernement réclamations de pension. Usages compatibles : Ce les Forces armées de Terre-Neuve et à résoudre les vérifier la durée du service de ceux qui ont servi avec Neuve entre 1939 et 1946. But : Ce fichier sert à personnel qui a servi avec les Forces armées de Terreleur numéro matricule. Catégorie de personnes: Le indiquer leurs prénoms et nom de famille au complet et personnes qui désirent consulter ces dossiers doivent service, les unités avec lesquels ils ont servi, etc. Les

000564 Numéro de fichier: APC PPE 712 dossier #: APC CDP 170 Enregistrement (SCT): archivistiques. No. APC: 85-012 Renvoi au conservés aux Archives nationales à des fins de leur compilation et après cette période, ils seront dossiers sont gardés pour 54 ans à partir de la date Normes de conservation et de destruction: Ces du gouvernement fédéral pour des fins administratives. compatibles: Ce fichier est utilisé par les institutions la paie et à régler les réclamations à cet égard. Usages mondiale. But: Ce fichier sert à vérifier les dossiers sur canadienne qui a servi durant la Seconde Guerre de personnes : Le personnel de la Marine royale des navires sur lesquels elles ont servi. Categorie famille au complet, leur numéro matricule et le nom gossiers doivent indiquer leurs prénoms et nom de du service. Les personnes qui désirent consulter ces solde, le nom des navires sur lesquels il a servi et durée outre le nom et le numéro matricule, l'admissibilité à la d'ordre financier sur la solde du militaire. On y trouve, Description: Ce tichier contient des informations sur la solde - Seconde Guerre mondiale Marine royale canadienne (MRC) - dossiers

Recrues inscrites au programme d'entraînement de 30 jours – Seconde Guerre mondiale

Description: Ce flchier contient des renseignements personnels et militaires tels que le nom, le numéro matricule, l'unité, la durée et l'emplacement du service, la catégorie médicale, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur numéro matricule et nom de famille au complet, leur numéro matricule et nom de famille au complet, leur numéro matricule et nom de famille au complet, leur numéro matricule on le montre de naissance. Catégorie de personnes:

30 jours sous la Loi de mobilisation des ressources nationales de 1940. But : Ce fichier sert à vérifier l'admissibilité aux pensions et autres avantages sociaux l'admissibilité aux pensions et autres avantages sociaux

Numéro de fichier: APC PPE 720 APC CDP 170 Enregistrement (SCT): 000572 archivistique. No. APC: 85-012 Renvoi au dossier #: aux Archives nationales si on juge qu'ils ont une valeur Cependant, une partie de ces dossiers sera conservée l'expiration de leur période normale de rétention. les horces de réserve sont habituellement détruits à les Forces régulières, la Force de réserve classe C et archivistiques. Les dossiers de ceux qui ont servi dans sont conservés aux Archives nationales à des fins Seconde Guerre mondiale et du Contingent spécial cette période, les dossiers du personnel de la la date de naissance de l'individu en cause. Après Forces de réserve qui sont gardés pour 70 ans suivant 90 ans, exception faite des dossiers du personnel des gardés jusqu'à ce que le sujet ait atteint l'âge de conservation et de destruction : Ces dossiers sont fédéral pour des fins administratives. Normes de fichier est utilisé par les institutions du gouvernement décisions administratives. Usages compatibles: Ce la rétention dans les Forces, la libération, et d'autres affectations, les promotions ou démotions, la discipline, But: Ce fichier sert à étayer les décisions sur les régulières et celui de la Force de réserve classe C. des Forces de réserve, le personnel des Forces

000567 Numéro de fichier: APC PPE 715 dossier #: APC CDP 170 Enregistrement (SCT): fins archivistiques. No. APC: 85-012 Renvoi au seront conservés aux Archives nationales à des date de leur compilation et après cette période, ils gossiers sont gardes pour 54 ans a partir de la Normes de conservation et de destruction: Ces du gouvernement fédéral pour des fins administratives. compatibles: Ce fichier est utilisé par les institutions tournir a l'individu une attestation de service. Usages l'état de solde en vue de régler les réclamations et à débuté à partir de 1948. But : Ce fichier sert à vérifier la Réserve de l'Armée canadienne dont le service a service. Catégorie de personnes : Le personnel de leur numéro matricule, le nom de l'unité et la durée du indiquer leur prénoms et nom de tamille au complet, personnes qui désirent consulter ces dossiers doivent l'unité avec lequel il a servi et la durée du service. Les le nom, le numéro matricule, l'admissibilité à la solde, d'ordre financier sur la solde du militaire. On y trouve Description: Ce fichier contient des informations l'Armée canadienne Feuilles de solde de la Réserve de

Forces armées de Terre-Neuve – Seconde Guerre mondiale Note: On peut obtenir les dossiers du personnel ainsi que tout autre renseignement au sujet des forces armées de Terre-Neuve en communiquant avec le ministère des Anciens combattants à Saint-Jean, Terre-Neuve. Description: Ce fichier contient des renseignements personnels et militaires qui pourraient inclure, outre le

nom au complet et le numero matricule, la duree du

Numéro de fichier: APC PPE 717 APC CDP 170 Enregistrement (SCT): 000569 archivistique. No. APC: 85-012 Renvoi au dossier #: aux Archives nationales si on juge qu'ils ont une valeur Cependant, une partie de ces dossiers sera conservée à l'expiration de leur période normale de rétention. et les Forces de réserve sont habituellement détruits dans les Forces régulières, la Force de réserve classe C tins archivistiques. Les dossiers de ceux qui ont servi spécial sont conservés aux Archives nationales à des de la Seconde guerre mondiale et du Contingent cause. Après cette période, les dossiers du personnel 10 ans suivant la date de naissance de l'individu en personnel des Forces de réserve qui sont gardés pour l'âge de 90 ans, exception faite des dossiers du dossiers sont gardes jusqu'à ce que le sujet ait atteint Normes de conservation et de destruction: Ces du gouvernement fédéral pour des fins administratives. compatibles: Ce fichier est utilisé par les institutions les réclamations relatives à la pension. Usages à supporter les décisions d'ordre médical et à traiter

Numéro de fichier: APC PPE 718 APC CDP 170 Enregistrement (SCT): 0005/0 détruit. No. APC: 85-012 Renvoi au dossier #: nationales à des fins archivistiques et le reste sera une partie de ces dossiers sera conservée aux Archives le sujet ait atteint l'âge de 90 ans. Après cette période, destruction: Ces dossiers sont gardés jusqu'à ce que fins administratives. Normes de conservation et de bar les institutions du gouvernement fédéral pour des avantages. Usages compatibles: Ce fichier est utilisé les décisions relatives au droit à la pension et à d'autres de réserves de classe C. But : Ce fichier sert à étayer Certains membres des Forces régulières et des Forces et la durée du service. Catégorie de personnes: complet, leur date de naissance, leur numéro matricule doivent indiquer leurs prénoms et nom de famille au Les personnes qui désirent consulter ces dossiers documents relatits à la carrière militaire de l'individu. microfiche, des copies de correspondance et des Description: Ce fichier contient, sous forme de régulières et Forces de réserve (Classe C) Dossiers personnels sur microfiches - Forces

mondiale, Contingent spècial, Forces de réserve et Forces régulières

Description: Ce fichier contient des renseignements sur le rendement du personnel militaire et peut inclure des rapports d'appréciation du rendement, des dossiers personnels confidentiels, les dossiers de cours, etc. Les personnes qui désirent consulter ces dossiers doivent indiquer leurs prénoms et nom de famille au complet, leur date de naissance, leur numéro matricule et la durée du service. Catégorie de personnes: Le personnel militaire de la Seconde Guerre mondiale, le personnel du Contingent spécial ayant participé aux personnel du Contingent spécial ayant participé aux opérations des Nations Unies en Corée, le personnel opérations des Nations Unies en Corée, le personnel opérations des Nations Unies en Corée, le personnel opérations des Nations Unies en Corée, le personnel

Evaluations du rendement - Seconde Guerre

Dossiers medicaux - Seconde Guerre mondiale, APC PPE 721 Enregistrement (SCT): 001943 Numèro de fichier: 89-012 Renvoi au dossier #: APC CDP 170 on juge qu'ils ont une valeur archivistique. No. APC: dossiers sera conservée aux Archives nationales si normale de retention. Cependant, une partie de ces papituellement detruits a l'expiration de leur période de reserve classe C et les horces de reserve sont ceux dui out servi dans les horces regulieres, la horce Canada a des fins archivistiques, Les dossiers de sbecial sont conserves aux Archives nationales du de la seconde Guerre mondiale et du Contingent canse. Après cette période, les dossiers du personnel 10 ans suivant la date de naissance de l'individu en bersonnel des Forces de reserve qui sont gardès pour l'age de 90 ans, exception taite des dossiers du gossiers sont gardes jusqu'à ce que le sujet ait atteint Normes de conservation et de destruction : Ces au gouvernement rederal pour des fins administratives. compatibles: Ce fichier est utilisé par les institutions des fins d'identification médico-légale. Usages Ces renseignements peuvent aussi être utilisés à et a traiter les reclamations relatives à la pension. relatives au droit a la pension et a d'autres avantages, les etats de service de taçon a etayer les decisions C. But: Ce tichier sert à authentifier les données sur troupes régulières et ceux de la Force de réserve classe le personnel des horces de réserve, le personnel des participé aux opérations des Nations Unies en Corée, mondiale, le personnel du Contingent spécial qui a personnel militaire ayant servi durant la Seconde Guerre la duree du service. Categorie de personnes: Le leur date de naissance, leur numéro de matricule et indiquer leurs prenoms et nom de tamille au complet, personnes qui désirent consulter ces dossiers doivent examens et des tests dentaires speciaux, etc. Les des commentaires, des avis, des informations sur des Description: Ce tichier contient des tiches dentaires, régulières des Forces armées canadiennes Contingent spècial, Force de réserve et troupes Dossiers dentaires - Seconde Guerre mondiale,

relatives au droit a la pension et a d'autres avantages, anties etats de service de taçon a etayer les décisions ciasse C. But: Ce fichier sert a authentifier les données des Forces régulières et celui de la Force de réserve Coree, le personnel des Forces de reserve le personnel syant participé aux opérations des Nations Unies en Guerre mondiale, le personnei du Contingent special qe bersonnes: Le personnel militaire de la Seconde ient numero matricule et la durée du service. Categorie er nom de tamille au complet, leur date de naissance, consulter ces dossiers doivent indiquer leurs prénoms er diagnostiques, etc. Les personnes qui desirent rapports medicaux journaliers, des observations medicales, des rapports d'examen speciaux, des nescribriou: Ce liculer contient des licues regulieres des Forces armées canadiennes Contingent spècial, Force de réserve et troupes

> Banque de données sur les pensions – Force régulière

Numéro de fichier: APC PPE 719 APC CDP 170 Enregistrement (SCT): 000571 détruit. No. APC: 85-012 Renvoi au dossier #: nationales à des fins archivistiques et le reste sera une partie de ces dossiers sera conservée aux Archives le sujet ait atteint l'âge de 90 ans. Après cette période, qestruction: Ces dossiers sont gardès jusqu'à ce que tins administratives. Normes de conservation et de bar les institutions du gouvernement fédéral pour des la pension. Usages compatibles: Ce tichier est utilise fichier sert à supporter les décisions relatives au droit à a souscrit à un régime de pension de retraite. But : Ce bersonnes: Le personnei des Forces canadiennes qui numèro matricule et la duree du service. Categorie de nom de famille au complet, leur date de naissance, leur consulter ces dossiers doivent indiquer leur prenoms et les bénéfices de ce régime. Les personnes qui désirent le versement a un regime de pension de retraite et sur Description: Ce fichier contient des informations sur

Corps expéditionnaire canadien – ordres de service courant – Première Guerre mondiale
Ces dossiers sont maintenant considérés documents historiques. Les chercheurs peuvent désormais y avoir accès en visitant les Archives nationales en personne ou en consultant le site Internet à l'adresse www.archives.ca. Pour de plus amples renseignements, veuillez consulter la publication Info Source : Source de renseignement aur les employés fédéraux.

Dossiers de services auxiliaires -

000262 Numero de fichier: APC PPE 710 au dossier #: APC CDP 170 Enregistrement (SCT): a des fins archivistiques. No. APC: 85-012 Renvoi periode, ils seront conservés aux Archives nationales dne le sujet ait atteint l'age de 90 ans et après cette destruction: Ces dossiers sont gardes jusqu'à ce fins administratives. Normes de conservation et de bar les institutions du gouvernement fedéral pour des de retraite. Usages compatibles: Oe fichier est utilisé an service et a determiner l'admissibilité à une pension d'aide bénévole. But: Ce fichier sert à vérifier la durée les correspondants de guerre et les détachements membres de la Croix-Rouge, les opérateurs spéciaux, Guerre mondiale, notamment les pompiers, les bartie des troupes auxiliaires pendant la Seconde Categorie de personnes : Le personnel qui a fait bont les pompiers seulement, leur numéro matricule. complet, leur date de naissance, le nom de l'unité et, doivent indiquer leurs prénoms et nom de tamille au etc. Les personnes qui desirent consulter ces dossiers tels que données d'emploi, durée et genre du service, personnels limités et des détails sur les états de service Description: Ce fichier contient des renseignements Seconde Guerre mondiale

ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. No. APC: 85-012 Renvoi au dossier #: APC CDP 170 Enregistrement (SCT): 000560 Numéro de fichier: APC PPE 708

Banque de données du personnel militaire – Première Guerre mondiale Ces dossiers sont maintenant considérés documents historiques. Les chercheurs peuvent désormais y avoir accès en visitant les Archives nationales en personne ou en consultant le site Internet à l'adresse www.archives.ca. Pour de plus amples renseignements, veuillez consulter la publication Info Source : Source de renseignements sur les employés fédéraux.

Numero de fichier: APC PPE 716 APC CDP 170 Enregistrement (SCT): 000568 archivistique. No. APC: 85-012 Renvoi au dossier #: aux Archives nationales si on juge qu'ils ont une valeur Cependant, une partie de ces dossiers sera conservée l'expiration de leur période normale de rétention. les Forces de réserve sont habituellement détruits à les Forces régulières, la Force de réserve classe C et archivistiques. Les dossiers de ceux qui ont servi dans sont conservés aux Archives nationales à des fins Seconde guerre mondiale et du Contingent spécial cette beriode, les dossiers du personnel de la la date de naissance de l'individu en cause. Après Forces de réserve qui sont gardés pour 70 ans suivant 90 ans, exception taite des dossiers du personnel des dardes jusqu'à ce que le sujet ait atteint l'âge de conservation et de destruction : Ces dossiers sont tèdéral pour des fins administratives. Normes de fichier est utilisé par les institutions du gouvernement attestation du service. Usages compatibles: Ce relatives à la pension et fournir au requérant une des décisions d'ordre médical, traiter les réclamations droit à la pension et à d'autres avantages, à supporter états de service afin d'étayer les décisions relatives au But: Ce fichier sert à authentifier les données sur les régulières et celui de la Force de réserve classe C. des Forces de réserve, le personnel des Forces opérations des Nations Unies en Corée, le personnel personnel du Contingent spécial ayant participé aux personnel militaire de la Seconde Guerre mondiale, le et la durée du service. Catégorie de personnes: Le complet, leur date de naissance, leur numéro matricule doivent indiquer leurs prénoms et nom de famille au etc. Les personnes qui désirent consulter ces dossiers ent l'emploi, des certificats de cessation de service, et la durée du service, des renseignements généraux et les affectations, les états de solde, l'emplacement d'enrôlement, des renseignements sur les promotions Description: Oe fichier contient les certificats spécial, Force de réserve et Force régulière des unités - Seconde Guerre mondiale, Contingent Banque de données sur le personnel militaire

Normes de conservation et de destruction: Ces dossiers sont gardés jusqu'à ce que le sujet ait atteint l'âge de 80 ans. Après cette période, une partie de ces dossiers sera conservée aux Archives nationales à des fins archivistiques et le reste sera détruit. No. APC: 85-012 Renvoi au dossier #: APC CDP 170 Enregistrement (SCT): 000556 Numéro de fichier: APC PPE 724

APC PPE 709 Enregistrement (SCT): 000561 Numéro de fichier: APC: 85-012 Renvoi au dossier #: APC CDP 170 à des fins archivistiques et le reste sera détruit. No. ces dossiers sera conservée aux Archives nationales correspondance. Après cette période, une partie de gardés pour 90 ans à partir de la date de la dernière conservation et de destruction : Ces dossiers sont fédéral pour des fins administratives. Normes de est utilisé par les institutions du gouvernement et les testaments. Usages compatibles: Ce fichier et pour vérifier les demandes portant sur les héritages réclamations de solde et autres avantages sociaux, authentifier les données du service pour régler les régulières, de 1939 à 1966. But : Ce fichier sert à en temps de guerre, Contingent spécial et troupes de personnes : Personnel de l'Armée canadienne le nom de l'unité et la durée du service. Catégorie et nom de tamille au complet, leur numéro matricule, consulter ces dossiers doivent indiquer leurs prénoms la durée du service, etc. Les personnes qui désirent des transactions sur le personnel, le nom de l'unité, complet et le numéro matricule, les comptes rendus personnels limités qui peuvent inclure, outre le nom au Description: Ce fichier contient des renseignements canadiennes - ordres quotidiens partie II spècial et troupes régulières des Forces armées Armée canadienne en temps de guerre, Contingent

correspondance. Après cette période, une partie de gardés pour 90 ans à partir de la date de la dernière conservation et de destruction: Ces dossiers sont fédéral pour des fins administratives. Normes de est utilisé par les institutions du gouvernement et les testaments. Usages compatibles: Ce fichier et pour vérifier les demandes portant sur les héritages réclamations de solde et autres avantages sociaux, à authentifier les données du service pour regler les Canada (ARC) de 1924 à 1969. But : Ce fichier sert de personnes: Le personnel de l'Aviation royale du le nom de l'unité et la durée du service. Catégorie et nom de famille au complet, leur numero matricule, consulter ces dossiers doivent indiquer leurs prénoms la durée du service, etc. Les personnes qui desirent des transactions sur le personnel, le nom de l'unité, complet et le numéro matricule, les comptes rendus bersonnels limités qui peuvent inclure, outre le nom au Description: Ce fichier contient des renseignements quotidiens de service courant Aviation royale du Canada (ARC) - ordres

Programme d'équité en matière d'emploi Rémunération et avantages Sécurité et santé au travail Stationnement

Voyages et réinstallations

Formation et perfectionnement Griefs

Harcèlement

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Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Archives nationales du Canada Chapitre 35

utilisé par les institutions du gouvernement fédéral pour des fins administratives. Normes de conservation et de destruction: Les renseignements informatisés sont gardés pendant un mois à compter de la date à laquelle le dossier en cause a été détruit ou conservé aux Archives nationales à des fins archivistiques, tandis que ceux qui existent sur microfiches sont créés semisonnuellement et conservés pendant cinq ans pour annuellement et conservés pendant cinq ans pour contrôle de la qualité. Renvoi au dossier #: APC CDP 170 Enregistrement (SCT): 000553 Numéro de fichier: APC PCE 701

Fichiers particuliers

Veuillez noter lorsque vous commander des dossiers du personnel militaire:
Les Archives nationales du Canada ne traitent que les demandes pour le dossier complet que lorsque l'individu a quitté les forces canadiennes depuis plus de cinq ans. Pour obtenir la copie complète du dossier militaire d'un individu ayant quitté les forces canadiennes depuis MOINS de cinq ans, on demande de communiquer directement avec le ministère de la défense nationale.

du gouvernement tédéral pour des fins administratives. compatibles: Ce fichier est utilisé par les institutions antérieur et à calculer la pension payable. Usages des cotisations dues pour les années de service déterminer l'admissibilité à cotiser, à calculer le coût du gouvernement fédéral. But : Ce fichier sert à Catégorie de personnes: Anciens employés civils a lieu), leur date de naissance et leurs dates d'emploi. de tamille au complet (ainsi que leur nom de fille s'il y ces dossiers doivent indiquer leurs prénoms et nom publique. Les anciens employés qui désirent consulter pension en vertu de la Loi sur la pension de la Fonction de consigner toutes les transactions s'appliquant à la le ministère des Approvisionnements et Services afin Description: Ce fichier contient les dossiers créés par les pensions de retraite ASC Anciens employés civils - dossiers sur

Fichiers centraux

Numero de fichier: APC PCE 702 APC CDP 170 Enregistrement (SCT): 000564 sera détruit. No. APC: 85-012 Renvoi au dossier #: Archives nationales à des fins archivistiques et le reste période, une partie de ces dossiers sera conservée aux ce que le sujet ait atteint l'âge de 80 ans. Après cette de destruction: Ces dossiers sont gardés jusqu'à des fins administratives. Normes de conservation et utilisé par les institutions du gouvernement fédéral pour ré- engagés. Usages compatibles: Ce fichier est un nouveau dossier personnel au cas où ils seraient bénéfices découlant de leur emploi et à documenter employés, à déterminer s'ils ont encore droit à certains Ce fichier sert à vérifier des décisions concernant les Anciens employés civils du gouvernement fédéral. But : et leurs dates d'emploi. Catégorie de personnes: leur nom de fille s'il y a lieu), leur date de naissance leurs prénoms et nom de famille au complet (ainsi que qui désirent consulter ces dossiers doivent indiquer des renseignements personnels. Les anciens employés dans les fichiers ordinaires énumérés dans le Répertoire personnelles semblables ou pareilles à celles décrites Description: Oe fichier contient des informations Anciens employés civils - dossiers d'employés

Système automatisé d'index PERSFILE
Description: Ce fichier identifie la localisation des dossiers contenus dans d'autres fichiers des Centres fédéraux de documents. L'index automatisé contient en plus du numéro de localisation et du statut du document, les identificateurs personnels tels que prénom(s), nom(s) de famille, date de naissance, prénom(s), nom(s) de famille, date de naissance, prénom(s), nom(s) de famille, date de naissance, (fonctionnaire). Catégorie de personnes: Anciens employés militaires et civils du gouvernement fédéral. But: Ce fichier a pour but d'identifier et de localiser les dossiers, conservés aux Centres fédéral. But: Ce fichier a pour but avanciens de localiser documents, syant trait aux anciens employés du documents, syant trait aux anciens employés du gouvernement. Usages compatibles: Ce fichier est

Accidents d'automobile, de bateau, d'embarcation et d'avion

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Évaluation du rendement

stein

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Primes d'encouragement

Rémunération et avantages Sécurité et santé au travail

niveau ministériel (comme l'exige la politique) qui se rapporte aux cartes de voyage, aux voyages et aux repporte aux cartes de voyage, aux voyages et les visas aux employés qui voyagent outre-mer. Usages compatibles: Sert aussi à l'administration des fonctions concernant les voyages et les réinstallations en ce qui a trait à l'approbation ainsi que l'obtention des passeports, des visas et des cartes de voyage. Mormes de conservation et de destruction: Les dossiers sont détruits six ans après l'exercice financier dourant lequel il y a eu règlement des frais de voyage ou durant lequel il y a eu règlement des frais de voyage ou sont retenues jusqu'à la date de leur expiration et les sont retenues jusqu'à la date de leur expiration et les sont retenues jusqu'à la date de leur expiration et les

Fichiers ordinaires

fichier: AAC PPE 815

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

ans. No. APC : 99/00 Renvoi au dossier # : AAC DGI 852 Enregistrement (SCT) : 002282 Numéro de

passeports, qui sont retenus pour un minimum de cinq

Anciens Combattants Canada

Chapitre 34

bureau de santé et de Santé Canada. Normes de conservation et de destruction: Les dossiers sont conservés à la direction du personnel deux ans après qu'un employé ait quitté l'hôpital. Par la suite les dossiers sont acheminés aux archives nationales du canada et sont ainsi conservés en accord avec les règlements régissant les documents médicaux. Renvoi au dossier #: ACC MAC 025 Enregistrement (SCT):

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Accidents d'automobile, de bateau, d'embarcation et d'avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Fichiers centraux

peuvent être utilisés que par le personnel qualifié du vérification interne. Les renseignements médicaux ne planification, d'évaluation, de statistiques et de des programmes et à des fins de recherche, de peuvent être utilisés à l'interne aux fins de gestion compatibles: Les renseigenements administratifs santé mentale, d'emploi et de pension. Usages les décisions ou droits en matière médicale, de Les renseignements sont utilisés afin d'appuyer médicales et de santé mentale et de milieu de travail. milieu, de pré-embauche, d'évaluations périodiques de maintien des facteurs d'hygiène du travail et du éventuels y compris les dossiers de surveillance et fonctionnaires fédéraux et des fonctionnaires fédéraux de maintenir les dossiers de santé au travail des l'hôpital Sainte-Anne. But : Ce fichier a pour but fédéraux et les fonctionnaires fédéraux éventuels à fonctionnaires fédéraux, les anciens fonctionnaires dossier demandé. Catégorie de personnes: Les au complet, leur date de naissance et l'endroit du l'accès à ces renseignements doivent fournir leur nom traitement et de conseil. Les personnes demandant de laboratoire, des radiographies et des rapports de résultats et des évaluations, des analyses et rapports médicaux, psychiatriques et d'experts conseils, des renseignements suivants ou la totalité : des rapports Description: Ce fichier contient certains des Dossiers médicaux à l'hôpital Sainte-Anne

an Ministère. Categorie de personnes: Employés du reveier des renseignements sur un tonctionnaire donne le mode d'appel et les numéros composés peuvent du gouvernement sont identifiés à certains employés, dne pesnoonb de unmeros de teléphone ou de postes a sutres reseaux ministèriels spécialisés. Etant donné gouvernement, le service d'interurbain commercial et accessible localement ou par le réseau interurbain du benneur se rapporter a n'importe quel téléphone a sppei du gouvernement. Les numéros composés les appeis interurbains effectues à l'aide d'un code e cont. Ces données sont egalement disponibles pour rappel, la duree de l'appel, la voie d'acheminement et lieu appelé, la date et l'heure du début et de la fin de le unmero du poste d'origine, le numero compose, le d'appels locaux ou interurbains. Ceci peut comprendre barrir des reiebnones du gouvernement, qu'il s'agisse l, eucedistrement des détails des appels effectués à et l'utilisation des services. On peut y trouver gouvernement et le cout qui représentent l'équipement nfiliser les codes d'appei pour le réseau interurbain du appareil du Ministère, la liste des employees autorisés à les details sur les appels interurbains taits à partir d'un disponibles dans les bureaux du Ministère, notamment er les services de relecommunications installes ou bartie, les données suivantes concernant l'equipement Describtion: Cette bandue contient, en tout ou en Télécommunications

003320 Numèro de fichier: AAC PPE 800 dossier #: AAC DRH 920 Enregistrement (SCT): utilisation administrative. No. APC: 98/00 Renvoi au L'information est détruit après 2 ans après la dernière Normes de conservation et de destruction: compatibles: If n'y a pas d'usages compatibles. prioritaires pour d'autres possibilités d'emploi. Usages sont des priorités. But : De parrainer les employées maintien. Catégorie de personnes : Employés qui L'indemnité de cessation de service et la prime au d'excédentaire, l'indemnité de cessation d'emploi, pour sa rémunération de sa période de priorité dne l'employé a reçu telles que, combien a t'il reçu recycler et à quel coût, les données sur les indemnités publique et qui ont été mis en disponibilité, s'ils ont été un autre poste, qui ont démissionner de la tonction renseignements sur les employés qui ont accepter en raison de statistiques). Ces écrans contienent des ressources humaines peuvent accéder cette écran accès à cette écran, seulement la section des domicile. 3) Les résultats (les gestionnaires n'ont pas et leur numéro de téléphone du bureau et de leur profil des compétences, leur éducation et expérience niveaux acceptable, le titre de leur poste actuel, leur d'accepter un poste de niveau inférieur, les groupes et travail, leur disponibilité pour travailler, leur volonté du début et la date de la fin, leur mobilité, le lieu de (PDA). 2) Données de parrainage consistent de la date (PERA) ou le Programme de prime de départ anticipe Programme d'Encouragement à la retraite anticipée humaines et si l'employé a été offert et a accepté le

Voyages et réinstallations
Description: Ce fichier renferme des demandes autorisées pour les cartes individuelles de voyage, les voyages à l'étranger, les réinstallations, les aménagements les demandes de remboursement, les aménagements de voyages et les itinéraires, les renseignements sur les passeports et les visas et les réinstallations des concernant les voyages et les réinstallations des concernant les voyages et les réinstallations des employés. Catégorie de personnes: Employés de l'institution. But: Obtenir l'autorisation au de l'institution. But: Obtenir l'autorisation au

Numero de fichier: AAC PPE 813 AAC DGI 856 Enregistrement (SCT): 002099 est immédiatement détruit. Renvoi au dossier #: reception d'un avis d'octroi de grâce, le casier judiciaire la cessation d'emploi) et sont ensuite détruits. Sur habituellement a une mutation, une promotion ou spres le dernier emploi administratif (qui correspond sour couserves pendant une penode de deux ans conservation et de destruction: Les documents en question ont un casier judiciaire. Normes de être divulgués à la GRC pour vérifier si les personnes la fiabilité des personnes. Des renseignements peuvent tonctions ou taches. Usages compatibles: Determiner coujisuce dni s,imboseut boni i, execution de jenis du Ministère satisfont aux normes de fiabilité et de cette verification ainsi que les employes eventuels Rut: Carantir que les employes actuels assujettis a de nature delicate ou aux biens de grande valeur. fiabilité en raison de l'accès facile aux renseignements bas de cote de sécurité mais dont il taut vérifier la Employes actuels ou eventuels du Ministère qui n'ont des casiers judiciaires. Categorie de personnes: q, embreintes digitales, des rapports d'enquetes et canadienne (CIPC) et, le cas échéant, des fiches de verification du Centre d'information de la police Description: Ce tichier réunit notamment des rapports Vérifications de la fiabilité

AAC PPE 827 Enregistrement (SCT): 003319 Numéro de fichier: six sns. Renvoi au dossier #: AAC DSI 852 operations financières qui sont conservées pendant deux ans, sauf dans le cas de données sur les destruction: Ces données sont conservées pendant employés respectifs. Normes de conservation et de courant de l'utilisation des services que font leurs et pour que les gestionnaires du Ministère soient au coûts réels en fonction de l'utilisation des services, des télécommunications, grâce à la répartition des Ces données sont utilisées pour la gestion quotidienne et les coûts qui s'y rapportent. Usages compatibles: organisationnelle de contröler l'utilisation des services renseignements permettant aux gestionnaires d'unité ministériels. Elles constituent également des l'imputation du coût réel des services aux organismes gans le but de constituer une base pour le calcul et données d'enregistrement des appels sont recueillies à faciliter la question des télécommunications. Les Ministère. But : La compilation de cette banque vise

Ministère. **But**: Le NAS est requis et inséré sur les feuillets et les dossiers fiscaux que le Ministère doit remettre à l'Agence des douanes et du revenu du Canada. **Usages compatibles**: Se référer à "L'objectif" de la banque. **Normes de conservation et de destruction**: L'information demeure dans Saturne et est reportée d'année en année. Quand l'activité et est reportée d'année en année. Quand l'activité et est reportée d'année en sunée. Mo. PC 99/004 **Renvoi au dossier #**: AAC DGI 852 APC PGI 852 APC PPE 805

005113 Numéro de fichier: AAC PPE 831 au dossier #: AAC DGI 700 Enregistrement (SCT): gardée pour 6 années fiscales ensuite détruite. Renvoi conservation et de destruction: L'information est de le comptabiliser dans le SMS. Normes de code financier à assigner au fichier de paye avant données du SIVIS dans le seul but de déterminer le d'identification de dossier personnel (CIDP) avec les de ces tichiers de paye sont comparées par code seçus après chaque jour de paye. Les données Les fichiers de mouvements relatifs à la paye sont salariale n'a que les deux fonctions décrites ci-dessus. Usages compatibles: Le Système de masse uecessaires pour calculer les dépenses prévues. des données sur les employés et les postes qui sont ge baye reçus du Systeme de paye et pour tournir nțilisé pour ajouter le codage financier dans les fichiers système exècute ces deux tonctions, le fichier est par le système financier du Ministère. Pour que le gouvernement en données qui peuvent être utilisées qouvees prutes du Système régional de paye du tonctionnement; deuxièmement, il transforme les est, donc, un outil de gestion des budgets de prévisions relatives aux dépenses salariales et principales: premièrement, il permet de faire des gestion des salaires. Le système a deux fonctions officiel de tenue des dossiers du Ministère pour la du matériel de l'institution. Il est également le système de Saturne, le système de gestion des finances et Système de masse salariale est un système auxiliaire personnes: Employés de l'institution. But: Le en service et le codage financier. Catégorie de professionnels, le salaire annuel, la date d'entrée prénom et le nom de famille, la catégorie et le niveau d'identification de dossier personnel (CIDP), le sur les employés de l'institution, dont le code Description: Oe fichier contient des renseignements Système de masse salariale

Système de placement par priorité
Description : La description du contenu : la base de données consiste de trois écrans 1) Données de base qui enregistre l'information telle que le nom de famille, le prénom, le genre de priorité, raison de statut d'excédentaire, le ministère, la région, la direction générale, la direction, le numéro du poste, le groupe et niveau, la première langue officielle, le sexe, le nom et niveau, la première langue officielle, le sexe, le nom et niveau, la première langue officielle, le sexe, le nom et niveau, la première du conseiller en ressources et numéro de téléphone du conseiller en ressources

compatibles: Sert également à approuver les retenues des salaires. Normes de conservation et de destruction: Les dossiers sont gardés deux ans après que la dette ait été payée. Si l'employé change de ministère avant que la dette soit payée, son dossier le suit; si l'employé change de ministère après que la dette ait été payée, le dossier est gardé au ministère de l'Agriculture et Agroalimentaire pendant deux ans, puis détruit. No. APC: 98/00 Renvoi au dossier #: AAC détruit. No. APC: 98/00 Renvoi au dossier #: AAC detruit. No. APC: 98/00 Renvoi au dossier #: AAC de fichier: AAC PPE 807

(SCT): 002283 Numéro de fichier: AAC PPE 816 Renvoi au dossier #: AAC DGI 913 Enregistrement retenus au dossier de l'employé. No. APC: 6/001 permis, sauf les renseignements médicaux qui sont dossiers sont détruits deux ans après l'expiration du Normes de conservation et de destruction : Les l'administration de stationnement régulièrement. les employées et de mettre à jour le système de humaines afin d'obtenir de l'information courant sur relie au système d'information sur les Ressources l'Administration de stationnement du Ministère est l'utilisation du stationnement. Le système de émettre les permis de stationnement et à contrôler stationnement. Usages compatibles: Sert aussi à et le contrôle des privilèges accordés en matière de Emmagasiner des renseignements pour l'administration de personnes : Employés de l'institution. But : par la Gendarmerie royale du Canada. Catégorie les infractions de stationnement sont conserves stationnement, tandis que les dossiers portant sur aux déductions pour le paiement des frais de et les avantages renferme les dossiers se rapportant et les infractions. Le fichier touchant la rémunération permis de stationnement réservé aux handicapés renseignements médicaux employés pour émettre les qui sont loués par l'Etat ou qui lui appartiennent, les stationnement de véhicules à moteur dans les lieux de permis et la correspondance concernant le Description: Ce fichier contient les demandes Stationnement

bersonnes: Employès qui ne font pas partie du est capturé et retenu dans Saturne. Catégorie de du Ministère, leur numéro d'assurance sociale (NAS) les personnes qui reçoivent des paiements imposables dans Saturne à l'exception du nom de l'employe. Pour matrimonial, pays d'origine, citoyenneté etc.) est incluse (p.ex. adresses, numéros de téléphone, âge, sexe, état dépense (compte GL). L'information personnelle But (activité), Projet (commande interne) et Article de Responsabilité (centre de coûts/tonds), Autorite (fonds), des grains. L'information est classifiée comme suit : canadienne du lait, et la Commission canadienne l'Agence canadienne du pari mutuel, la Commission l'Agence canadienne d'inspection des aliments, et de gestion du matériel officiel pour le Ministère, Description: Le système d'information financière Système d'information financière - SATURNE

destruction: Les dossiers des politiques et des Ministère. Normes de conservation et de en appui aux objectifs d'apprentissage continu du employès des directions générales susmentionnées, bermanente en perfectionnement professionnel aux ces occasions. Usages compatibles: Offrir une aide générales susmentionnées et de faire la promotion de de perfectionnement offertes par les directions ont décrites dans leur plan de carrière, aux occasions certaines compétences bien précises, telles qu'ils les les employés intéressés à acquérir de l'expérience et professionnel. Elle nous permet également de jumeler gestion de carrière en vue de leur perfectionnement des employes utilisant les services du Programme de simplifier et de documenter le travail accompli aupres But: La base de donnees a ete creee dans le but de offerts par le Programme de gestion de carrière. coobératives, qui souhaitent se prévaloir des services stratégiques et des Secrétariats rural et aux l'agriculture, de la Direction générale des politiques Direction générale des programmes financiers pour Catégorie de personnes: Tous les employés de la et les documents cles concernant le programme.

(SCT): 005112 Numéro de fichier: AAC PPE 830 Renvoi au dossier #: AAC DRH 860 Enregistrement pendant deux ans après le départ définitif de ceux-ci. Les renseignements sur les employés sont conservés du moment où le programme est modifié ou terminé. programmes sont conservés pendant cinq ans à partir

VAC PPE 803 Enregistrement (SCI): 002/00 Numero de fichier: No. APC: 98/00 Renvoi au dossier #: AAC DRH 921 res gocuments sont conserves pendant cinq ans. destruction: Le répertoire est mis à jour annuellement. brotessionnel. Normes de conservation et de tuture en matière de personnel scientifique et tuturs. Usages compatibles: Planifier la demande brotessionnelle et à prévoir les besoins/la demande génerale appartenant à la Categone scientifique et sert a établir la population actuelle de la Direction de planification des ressources humaines. Le repertoire Categorie scientifique et professionnelle. But : Aux fins la Direction générale de la recherche appartenant à la retraites. Catégorie de personnes: Les employés de officielle, compétences en recherche et données sur les que: nom, CIDP, classification, première langue renseignements personnels sur les employes, tels Describtion: Le repertoire renterme des Répertoire des compétences en recherche

de procéder à la distraction des tonds. Usages s la Loi sur la saisie-arrêt et la distraction de pensions, de fonds ont été prises. But : Permettre, conformément desduels des mesures de saisie-arret et de distraction ministère de l'Agriculture et Agroalimentaire au sujet distraction. Categorie de personnes : Employés du concernant les tonds relatits à la saisie-arrêt et à la Description: Ce tichier contient de la documentation Saisie-arret

AAC PPE 818 Enregistrement (SCT): 003648 Numéro de fichier: 98/00 Henvoi au dossier #: AAC UHH 860 à jour effectuée sur une base trimestrielle. No. APC: Normes de conservation et de destruction : MISE la politique connexe à l'équité (en matière) d'emploi. benectionnement, la planification et l'établissement de peuvent également être utilisés pour la formation, le aans la ronction publique tederale. Les renseignements représentés (et distribués) d'une manière équitable aux groupes designes d'etre admis et d'etre des mesures temporaires spéciales qui permettront qsus l'embauche, de l'éliminer s'il y a lieu et d'introduire atin de déterminer s'il y a discrimination systèmique des programmes d'équite d'emploi du gouvernement renseignements recueillis seront utilisés dans le cadre Il faut inscrire le CIDP. Usages compatibles: Les personnel (CIDP) est utilisé à des fins d'identification. minorites visibles). Le code d'identification du dossier les personnes handicapés physiques et mentales et sexe et leur groupe désigné (temmes, autochtones, qouvees au sujet des employés, présentées selon leur renseignements qu'il est possible d'avoir toutes les travail dans la Fonction publique. C'est grâce à ces l'Annexe 1 de la Partie 1 de la Loi sur les relations de tous les ministères et organismes tederaux assujettis a politique en matière d'équité en matière d'emploi pour documentation necessaire a la mise en oeuvre de la du ministère. But : Ce fichier contient toute la pase volontaire. Categorie de personnes: Employes identifier les employés mais ils sont demandès sur une dossier personnel (CIDP) peuvent être utiles pour minorité visible. Le nom et le code d'identification du on you, s'ils ont un handicap ou s'ils tont partie d'une répondants d'indiquer leur sexe ; s'ils sont autochtones questionnaires volontaires. On demande aux renseignements ont ete recueillis grace a des de Gestion sur les ressource humaine. Ces Description: La banque fait partie du Système Programme d'équité en matière d'emploi

002946 Numéro de fichier: AAC PPE 820

dossier #: AAC DRH 860 Enregistrement (SCT): minimum de 5 ans. No. APC: 98/00 Renvoi au

de conservation et de destruction: Conservation

spécifiques de formation et de perfectionnement.

est de fournir aux gestionnaires, à tous les niveaux

l'identification de cette différence discuté ci-dessus,

supérieur du groupe de la direction. But : Le but de

des postes de niveau EX moins 2 jusqu'au niveaux

Usages compatibles: Même que pour 'But'. Normes

personnellement en mettant l'emphase sur les habilites des possibilités de grandir, professionnellement et

l'information sur les politiques, les lignes directrices plan de carrière. Elle comprend également de notamment leur nom, leur curriculum vitae et leur renseignements personnels sur les employés, Describtion: La base de données contient des Programme de gestion de carrière

des cours de formation et de perfectionnement et confirmer les réalisations des employés. Normes de conservation et de destruction: Les dossiers peuvent être détruits deux ans après la fin des cours de formation et de perfectionnement suivis par un employé. No. APC: 98/00 Renvoi au dossier #: AAC DRH 927 Enregistrement (SCT): 000917 AM Muméro de fichier: AAC PPE 810

002698 Numéro de fichier: AAC PPE 819 au dossier #: AAC DRH 860 Enregistrement (SCT): conservés pendant 2 ans. No. APC: 98/00 Renvoi conservation et de destruction : Les documents sont membres du groupe de la direction. Normes de et maintenir l'information pertinente à la dotation des direction. Usages compatibles: Pour mettre à jour sider dans la dotation des membres du groupe de la Agriculture et Agroalimentaire Canada. But : Pour bersonnes: Membres du groupe de la direction a groupe de la direction jusqu'à présent. Catégorie de rendement à partir de la date de nomination au du superviseur, cours d'orientation, évaluation de mon au poste, date de retraite possible, nom région, lieu, sexe, langue, nomination au niveau, groupe et niveau, statut, début du statut, fin du statut, personnelle, telle que CIDP, nom, direction générale, Description: Ce fichier contient de l'information Groupe de la Direction - Documents du Personnel

(SCT): 003928 Numéro de fichier: AAC PPE 828 et de destruction : A déterminer. Enregistrement intégrés et ses conseillers. Normes de conservation Sous-ministre de la Direction générale des services L'information est destinée pour l'usage du comité, du qes bersonnes handicapées. Usages compatibles: qui s'intéressent aux questions et enjeux qui touchent et a etablir une liste de distribution des personnes sont de mettre sur pied un comité consultatif ministériel er de toutes les regions. But : Les buts de l'information Agroalimentaire Canada de tous les groupes et niveaux L'information vise les employes d'Agriculture et incluront sur le formulaire. Catégorie de personnes: les commentaires personnels que les répondant ou être informé des activités du comité; et tous participer aux sous-comités ou aux groupes de travail; divers sujets et questions qui concernent le comité, sa candidature au comité ; s'il aimerait contribuer aux siual dne je prikesn) de l'employe, aussi s'il desire poser (biusieurs personnes soumettront l'adresse au domicile groupe et le niveau, la direction générale, et l'adresse Description: Ce ficher comprend le nom, le titre, le les employés pour le comité consultatif ministériel Personnes handicapées : Information de soutien sur

Profile de gestion

Description: Collecte de données sur les facteurs connaissances et l'identification des différences globales entre les habilités de gestion d'un individu et le profile. Catégorie de personnes: Tous les employés d'Agriculture et Agroalimentaire Canada dans employés d'Agriculture et Agroalimentaire Canada dans

Enregistrement (SCT): 000913 Numéro de fichier: No. APC: 98/00 Renvoi au dossier #: AAC DRH 860 permanence par les Archives nationales du Canada. national qui décide quels dossiers seront conservés en une valeur sur le plan des archives, c'est l'archiviste renseignements jugés de nature historique ou qui ont cette mesure soit immédiatement détruit. Pour tous les le ministère qui voit à ce que le document touchant disciplinaires ont été annulées, c'est l'organisme ou disciplinaire n'ait été prise depuis. Lorsque les mesures ont été prises, pour autant qu'aucune autre mesure suivant la date à laquelle les mesures disciplinaires collectives pertinentes, ou elle est de deux ans conservation est mentionnée dans les conventions relatits à des mesures disciplinaires, la durée de renseignements en question. Quant aux dossiers dernière utilisation à des fins administratives des pourvu que deux ans se soient écoulés depuis la décès de l'employé; après quoi, le dossier est détruit, atteint l'âge de 80 ans ou jusqu'à deux ans après le du Canada et sont gardés jusqu'à ce que l'employé ait renseignements sont transférés aux Archives nationales à un autre ministère. Après cette période, les plus un an. Le dossier suit l'employé, s'il est transféré actuellement l'employe pour toute la durée d'emploi, l'organisme ou le ministère pour lequel travaille et de destruction : Les dossiers sont gardés par (aux fins des pensions). Normes de conservation syndicats (retenue des cotisations) ; et à Santé Canada

Approuver et inscrire la participation des employés à a des circonstances spéciales. Usages compatibles: toutefois, il peut y avoir des cas d'exception lorsqu'il y financière de formation. Il faut inscrire le CIDP; utilisé à des fins d'identification et pour l'administration d'identification de dossier personnel (CIDP) est ministères et organismes tédéraux. Le Code de formation et de perfectionnement au sein des documentation pour l'administration des programmes Employés de l'institution. But : Fournir de la de perfectionnement. Catégorie de personnes: bont les programmes de tormation personnel et contient également les formulaires de demandes employé en vue d'améliorer son rendement. Ceci touchant le besoin en perfectionnement pour chaque les évaluations de rendement les renseignements employés et que l'on trouve dans le fichier concernant optenus sont joints aux dossiers personnels des les dossiers relatifs à la participation et aux résultats par des organismes privés. Il convient de signaler que berfectionnement parrainés par le gouvernement ou qes embloyès à des cours de tormation et de trais, la correspondance connexe a la participation certificats, les dossiers concernant le paiement des évaluations, code d'identification de dossier personnel, suivantes: les demandes pour suivre les cours et sur les Ressource Humaine, comprend les données Description: Ce fichier dans le Système de Gestion Formation et perfectionnement

AAC PPE 808

maladie provinciaux; aux assureurs de groupe; aux des traitements; aux divers régimes d'assurance-Gouvernementaux Canada, car ils tacilitent le paiement servent également à Iravaux Publics et Services des références professionnelles. Ces renseignements aux autorisations sécuritaires ainsi qu'à la vérification professionnelles, aux langues officielles, à la discipline, au perfectionnement, à l'hygiène et à la securite rémunération et aux avantages, à la formation et la dotation, aux présences et aux congés, à la compatibles: Identifier les décisions relatives à la fin de l'emploi et les pensions de retraite. Usages les mutations, les promotions, les rétrogradations, de donner des autorisations pour les nominations, du Ministère. But : hournir de la documentation et susmentionnés. Catégorie de personnes: Employes bont brendre des décisions dans les domaines comprenne pas les renseignements personnels utilises Il se peut que le dossier individuel de l'employè ne dans les autres fichiers ordinaires décrits ci-apres. renseignements principaux concernant ces sujets autorisations sécuritaires. On trouve toutetois les au travail, les langues officielles, la discipline, et les décisions concernant les indemnités et l'aptitude avantages, la formation et le perfectionnement, les brèsences et les conges, la remuneration et les résumés de décisions concernant la dotation, les Le dossier individuel d'un employé comprend des les certificats et les raisons du départ de l'employè. pour occuper le poste, la fin de l'emploi, notamment les passeports et les permis d'armes à teu nécessaires y compris les publications, les brevets et les primes, agent de négociation, les realisations professionnelles, le statut d'un employé désigné et l'identification d'un exclusions des négociations collectives, notamment compris les périodes et les domaines de service, les renseignements concernant le service militaire, y On peut également y trouver, le cas échéant, des linguistiques et sur les congès et les absences. contenir des renseignements sur les competences bénéficiaires, les appréciations de rendement ; et peut pensions et les assurances, notamment les noms des groupes, les niveaux, les titres et les traitements, les classification, notamment les numéros de poste, les les stages, les mises à pied et la durée de l'emploi, la rétrogradations, les périodes d'emploi, notamment nominations, les mutations, les promotions et les l'emplacement de l'organisme ou du ministère, les gouvernementaux, le curriculum vitae et les références, certificats et bulletins), les emplois antérieurs non domiciliaire, la citoyenneté, les études (diplômes, d'identification du dossier personnel (CIDP) ; l'adresse personnelles, notamment l'âge et le sexe, le code des renseignements concernant les caractéristiques dossier personnel de ce dernier. Ce fichier renferme travaille présentement qui exerce le contrôle sur le l'organisme ou le ministère pour lequel l'employé meilleur intérêt de l'employé et de l'employeur. C'est et organismes fédéraux soient coordonnées dans le prises en matière de personnel au sein des ministères

AAC PPE 817 Enregistrement (SCT): 002285 Numéro de fichier: No. APC: 99/00 Renvoi au dossier #: AAC DGI 914 destruction: Les dossiers sont conservés six ans. sur le revenu. Normes de conservation et de déclarations de gains imposables aux fins de l'impôt Usages compatibles: Sert également à émettre des d'exception lorsqu'il y a des circonstances spéciales. inscrire le NAS; toutetois, il peut y avoir des cas de la paye et des avantages soit uniforme. Il faut d'identification et afin d'assurer que l'administration Numéro d'assurance sociale est utilisé à des fins factures aux personnes mentionnées ci-dessus. Le utilisé pour le paiement des réclamations et des des associations et d'autres paiements. But : Fichier des frais d'inscription à des cours, des cotisations a déplacement et de logement, des frais de réinstallation, Employés du Ministère réclamant des trais de et d'autres paiements. Catégorie de personnes: de dépenses et de frais, le règlement des réclamations

002701 Numéro de fichier: AAC PPE 822 au dossier #: AAC DRH 860 Enregistrement (SCT): conservés pendant 2 ans. No. APC: 98/00 Renvoi conservation et de destruction : Les documents sont d'Agriculture et agroalimentaire Canada. Normes de doter des postes sur une base de mutation à l'intérieur compatibles: Afin de sélectionner des candidats pour dans une institution gouvernementale. Usages une banque d'information qui sert à doter des postes et les autres ministères. But : Le fichier central fournit Employés de l'Agriculture et Agroalimentaire Canada benvent être inclus. Catégorie de personnes: des examens du rendement et l'évaluation de l'employé dossiers peuvent contenir des curriculum vitae. Aussi de l'Agriculture ainsi que d'autres ministères. Ces renferme les demandes de mutation des employés Description: Le fichier central d'information Demande de dossier pour mutation

aux usages prévus, afin d'assurer que les mesures utilisés, pourvu que ce soit d'une manière conforme d'autres fichiers. Ces renseignements peuvent être à des renseignements plus détaillés trouvés dans confient des renseignements succincts et connexes domaine. Dans les cas susmentionnés, le fichier peuvent influer sur une décision prise dans un autre lorsque les renseignements touchant un domaine officielles, à la discipline, au niveau de sécurité, et l'hygiène et à la sécurité professionnelles, aux langues avantages, à la formation et au perfectionnement, à présences et aux congés, à la rémunération et aux prendre des décisions ayant trait à la dotation, aux employé peuvent être utilisés aux fins suivantes: Les renseignements contenus dans les dossiers d'un conservé afin de faciliter l'administration du personnel. des ministères et organismes fédéraux. Ce dossier est de toutes les périodes d'emploi d'une personne au sein Description: Ce fichier contient le dossier sommaire Dossier personnel d'un employé

Agence spatiale canadienne

Chapitre 32

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Vérification de la fiabilité

Stationnement

Voyages et réinstallations

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

et d'avion Accidents d'automobile, de bateau, d'embarcation

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Agriculture et Agroalimentaire Canada

Chapitre 33

dossier #: AAC DGI 852 Enregistrement (SCT): ans après que l'employé a quitté l'emploi. Renvoi au et de destruction : Les dossiers sont détruits deux sécuritaire régulièrement. Normes de conservation employées et de mettre à jour le système d'information humaines afin d'obtenir de l'information courant sur les relié au système d'information sur les ressources système d'information sécuritaire du Ministère est mesures disciplinaires et à la cessation d'emploi. Le rapportant à des mutations, à des promotions, à des Usages compatibles: Etayer les décisions se obtenus à la suite d'enquêtes contenus dans le fichier. fichier et ne peut pas consulter les renseignements consulter que les renseignements contenus dans ce décision concernant la cote de sécurité, il ne peut ministère de l'Agriculture et Agroalimentaire prend une mesures de sécurité du gouvernement. Lorsque le renseignements nécessaire à l'administration des déterminer la cote de sécurité et à fournir des une cote de sécurité. Il peut également servir à

et autres pièces justificatives visant le remboursement reçus, demandes de chéque, avances, correspondance réclamations, autorisations, rapports des dépenses, Description: Ce fichier réunit les documents suivants: Comptabilité des dépenses (employés)

002943 Numéro de fichier: AAC PPE 826

Fichiers particuliers

affectation ou d'un contrat et dont le poste necessite et Agroalimentaire en vertu d'un nomination, d'une ou demandant à travailler au ministère de l'Agriculture approprié de sécurité pour les personnes travaillant renseignements sur la détermination du niveau d'un contrat. But : Ce fichier vise à consigner les en vertu d'une nomination, d'une affectation ou travailler au ministère de l'Agriculture et Agroalimentaire bersonnes: Les personnes travaillant ou demandant à conservés dans un fichier du SCRS. Catégorie de détails des enquêtes réalisées par le SCRS sont versés au dossier personnel de l'employé. Tous les contrat. Les avis de cote de sécurité peuvent être en vertu d'une nomination, d'une affectation, ou d'un travailler au ministère de l'Agriculture et Agroalimentaire attribuée aux personnes travaillant ou demandant à et la correspondance connexe à la cote de sécurité numéro d'assurance sociale; les séances de briefing d'empreintes digitales ; les antécédents criminels ; le Gendarmerie royale du Canada (GRC); des cartes (SCRS), auparavant le Service de sécurité de la Service Canadien des renseignements de sécurité personnels ; les résumés des enquêtes faites par le Description : Ce fichier contient tous les antécédents Autorisations sécuritaires

plus deux ans. Enregistrement (SCT): 003543 de conservation et de destruction : L'année courant

Numéro de fichier: ADRC PPE 804

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

et d'avion Accidents d'automobile, de bateau, d'embarcation

sáyolqma xus abiA

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et

l'après-mandat

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Politique de reconnaissance

Présences et congès

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Vérification de la fiabilité

Stationnement

Voyages et réinstallations

Système de rapports de congé et de temps 003544 Numéro de fichier: ADRC PPE 811 maintenus pour deux ans. Enregistrement (SCT): enregistrements contenus dans ce fichier doivent être Normes de conservation et de destruction: Les sans preuve adéquate d'identification et/ou d'autorité. produit sur demande. L'accès ne sera pas permis employé pour l'année courante à ce jour peut être contenant des renseignements sur les activités d'un l'aide d'une série de rapports. Un rapport individuel ministère et des individus embauchés sous contrat à coûts et du temps de production des employés du l'information, des renseignements au sujet des gestionnaires et aux systèmes de gestion de contractuel d'emploi. Ce fichier fournit aux termes, occasionnels ou embauchés d'un service

équipe et le temps d'attente pour chaque employé, des congés, le temps supplémentaire, le travail en conservées dans ce fichier concernent la fréquence personnes: Employés de l'Agence. But: Les données services fiscaux et au Bureau principal. Catégorie de déterminée de plus de trois mois dans les bureaux de sur ceux des employés engagés pour une péri ode employés permanents de l'Agence, tout comme supplémentaire et le travail d'équipe de tous les des données détaillées sur les congés, le temps Description: Oe fichier a pour but de conserver revenu du Canada supplémentaire - Agence des douanes et

les congés et le temps supplémentaire est mis à la personnel contenant des renseignements détaillés sur Trésor concernant les rapports du SPEC. Un rapport Canada afin de satisfaire aux exigences du Conseil du des Travaux publics et Services gouvernementaux données pour transmission sur bande par l'intermédiaire congés qui restent. Il sert aussi à accumuler les à l'égard du temps supplémentaire accompli et des gestionnaires organiques concernant les employés fichier est utilisé pour fournir des renseignements aux une période déterminée de moins de trois mois. Le l'ADRC, à l'exception de ceux qui sont engagés pour trouvent dans ce fichier sont tous des employés de par année financière. Tous les particuliers qui se

n'est accessible que sur présentation d'une preuve peut aussi être obtenu sur demande. Cependant, il disposition de chaque employé à date fixe ; le rapport

d'identité ou d'une autorisation appropriée. Normes

Agence Parcs Canada

Chapitre 31

du Patrimoine canadien. l'Agence Parcs Canada sont détenus par le ministère Note: Les renseignements sur les employés de

coûts ministériels Système de la gestion des activités et ADRC PPE 820 Enregistrement (SCT): 005107 Numéro de fichier: la suite. Renvoi au dossier # : ADRC PSE 918 dnitté l'organisation et envoyé aux archives par un minimum de deux ans après que l'employé a et a'élimination Ces documents sont retenues pour les quatre groupes désignés. Normes de conservation désavantages subis, dans le domaine de l'emploi par s sa compétence et, à cette fin, de corriger les d'emploi ou des avantages pour des motifs étrangers dn, anchue bersonne ne se voie refuser des possibilités visant à réaliser l'égalité en milieu de travail de façon en matière d'emploi de l'ADAC dans son travail Les renseignements servent au Programme d'équité recueillies principalement à des fins statistiques. existants. Usages compatibles: Les données sont zout recueillis à partir des systèmes d'information embauchées, les promotions et les départs, qui professionnels, les échelles salariales, les personnes de relier les renseignements avec les groupes touche l'équité en matière d'emploi, il est nécessaire déterminer les progrès qui ont été accomplis en ce qui un tableau complet de l'effectif de l'ADRC et pour Parlement sur l'équité en matière d'emploi. Pour obtenir également dans le rapport présenté par l'ADRC au d'emploi. Les renseignements globaux apparaîtront brogrès accomplis en ce qui touche l'équité en matière marché du travail. Cela permet à l'ADRC d'évaluer les minorités visibles) par rapport à leur disponibilité sur le handicapées et les membres des groupes des femmes, les peuples autochtones, les personnes des membres des groupes désignés (c.-à-d. les effectif afin de déterminer le degré de sous-représentation renseignements et de procéder à une analyse de son de l'ADHC. But: L'ADHC est tenue de recueillir des renseignements. Catégorie de personnes: Employés pour l'équité en matière d'emploi ont accès à ces responsables de la mise à jour et du soutien des SAE l'équité en matière d'emploi ainsi que ceux qui sont (EME), seuls les employés qui mettent en oeuvre Conformément à la Loi sur l'équité en matière d'emploi seront pas divulgués sans l'autorisation de ce dernier.

Description: Les renseignements contenus dans ce fichier sont reliés aux activités hebdomadaires accomplies par chacun des employés ainsi que l'information sur les données de production de l'employé (en terme de temps et de coût) par activité, organisation/budget opérationnel projet/cas, ainsi organisation/budget opérationnel projet/cas, ainsi organisation/budget one conformité et le que des rapports sur la non-conformité et le

les employés du ministère, qu'ils soient indéterminés,

la production, en terme de temps et coûts, pour tous

Ce tichier est de maintenir les données d'utilisation de

embauchés d'un service contractuel d'emploi. But :

sont tous les employées de L'Agence des douanes

personnes: Les personnes identifiées dans ce fichier

et du revenu du Canada, ainsi que des individus

temps/production non- déclaré. Catégorie de

et envoyé aux archives par la suite. Renvoi au dossier # : ADRC PSE 921 Enregistrement (SCT) : 005105 Numéro de fichier : ADRC PPE 830

de fichier: ADRC PPE 810 Innovation et Excellence antérieurement. Numéro (SCT): 003212 Note: Ce fichier se s'intitulait après quoi ils doivent être détruits. Enregistrement financiers doivent être conservés pendant cinq ans, Section de gestion de l'information; les dossiers qui constitue un précédent doit être transmis à la ans, après quoi ils doivent être détruits; tout dossier dossiers locaux doivent être conservés pendant cinq conservation et de destruction: Une fois clos, les banque sont gardés de façon nationale. Normes de fins de gestion d'information. Certains dossiers de la bureaux fiscaux se servent de la banque pour des reconnaissance. Usages compatibles: Quelques But: Aider à l'administration du Programme de le Prix d'excellence de l'ADRC, ou un prix externe. générale; un prix pour long service, le prix du Ministre, bonr un prix local, régionale ou d'une direction Employés de l'Agence qui ont été mis en nomination prix reçu par l'employé. Catégorie de personnes: groupe, niveau et lieu de travail de l'employé; et le l'employé; brève description de ses réalisations; suivant peuvent figurer dans la banque : nom de d'innovation et excellence à l'impôt). Les renseignements reconnaissance à douanes et accise et le Programme du revenu du Canada (le Programme de prix et de des deux programmes à L'Agence des douanes et a été approuvé suite à une proposition visant la révision approuvé le 15 octobre 1998. Ce nouveau programme nouvelle approche en matière de reconnaissance a été sur le Programme de reconnaissance de l'ADRC. Une Description: La banque renferme des renseignements Programme de reconnaissance

bas dans le dossier personnel de l'employe et ne d'entreprise (SAE). Ces renseignements n'apparaissent dans un serveur sécurisé des Systèmes administratifs Section de l'équité en matière d'emploi, ainsi que tont l'objet d'un stockage sécurisé au sein de la protection des renseignements personnels, et ils sont confidentiels et protégés par la Loi sur la prénom et son nom de famille. Ces renseignements de dossier personnel de l'employé ainsi que son on inclut dans le questionnaire le code d'identification sexe masculin ou féminin. A des fins d'identification, d'un groupe des minorités visibles, et s'ils sont de personne handicapée, un Autochtone, un membre et les répondants sont priès d'indiquer s'ils sont une renseignements sont recueillis sur une base volontaire, des employés qui constituent son effectif. Ces du Canada (ADAC) un compte exact et précis qui donne à l'Agence des douanes et du revenu d'auto-identification appelé le Profil de l'effectif renseignements provenant du questionnaire Description: Cette banque renferme des Programme d'équité en matière d'emploi

détruits conformément aux lignes directrices de la GRC. Enregistrement (SCT) : 004487 Numéro de fichier : ADRC PPE 818

003211 Numéro de fichier: ADRC PPE 807 divulgués à des fins d'appels. Enregistrement (SCT): indéfiniment. Les résultats d'examen peuvent être barce que les résultats d'examen peuvent être valide destruction: L'information est conservée indéfiniment fins de recherches. Normes de conservation et de résultats d'examen et pour recueillir des données à des g, examen d'un concours à un autre, l'analyse des de la période d'attente, l'application des résultats des Ressources humaines afin de contrôler la durée la section Recherche et développement de la direction autorisation en règle. But : Ce fichier a été créé pour données, il taut fournir une preuve d'identite ou une processus de dotation. Pour avoir accès à ces I, FXELCICE "IU-pasket" pour la supervision dans un ue bortent que sur les candidats qui ont passé Catégorie de personnes : Les documents du tichier q, embloi sinsi due le groupe occupationnel et le niveau. a, etnaes, membre d'un groupe d'equite en matiere travail, le nombre d'années de service, le niveau l'adresse, le numéro de téléphone à domicile et au dossier personnel, le sexe, la date de naissance, d'assurance sociale ou le code d'identification de le nom de famille, le prénom e t l'initiale, le numèro les renseignements personnels du candidat dont : "in-basket" pour la supervision, la date de l'examen, le fichier, se trouvent les résultats de l'Exercice Description: Parmi les données contenues dans bont la supervision Méthode de résultats de l'Exercice «in-basket»

et pour un minimum de deux ans après cette date Au moment de la retraite ou du départ de l'employe Offawa. Normes de conservation et de destruction: renouvellement du personnel et gestion de carrière, unusiues : representants de la division de humaines pour l'analyse et planification des ressources l'evaluation interne ; les representants des ressources internes et externes ; les employés de la vérification et de l'ADHC. Usages compatibles: Les tiers parties employés. Catégorie des personnes: Les employés et pour l'évaluation et gestion du rendement des bont enbborter la planification de carrière du future atin de dotation, planification des ressources humaines, employés avec les profiles de compétences les postes embloyè pour les fins de : aligner les compétences des But: Pour maintenir a jour les informations sur chaque et les informations sur le developpement de carriere. compétences, les dossiers de formation et apprentissage, rendement, les résultats des évaluations des L'expérience et les capacités, les évaluations du y compris, le nom, l'adresse, code d'identification, bersonnels concernant chaque employé de l'ADRC, Description: Ce fichier contient les renseignements Profile des employés

> dossier #: ADRC PSE 926 Enregistrement (SCT): de la médiation et détruits par la suite. Renvoi au conservés pendant deux ans après l'achèvement destruction : Les dossiers de médiation sont de règlement. Normes de conservation et de aux cas spécifiques, et dans le monitoring des ententes cas de médiation ou à des activités de suivi non-reliées parties par rapport à des activités se rapportant aux circonstances suivantes : besoin de contacter les ne seront vus par le personnel du BDG que dans les d'assurance de la qualité. Les dossiers de médiation personnel du BGD qu'à de fins statistiques et Les rapports de médiation ne seront utilisés par le des documents de médiation. Usages compatibles: d'assurer une qualité constante dans le classement session de médiation. But : Le but de ce fichier est Les employé/es de l'ADAC qui ont participé à une l'entente de règlement. Catégorie de personnes: l'entente à la médiation, les notes du médiateur et scellée qui peut contenir les documents suivants: un dossier placé sous clé et dans une enveloppe gestion des différends. L'information est classée dans d'une façon privée et confidentielle au Bureau de remplissent un Rapport de médiation et le font suivre

005106 Numéro de fichier: CCRA PPE 825

lous les renseignements sont classés Protégé B et de l'ADAC sont conservés pendant au moins six ans. d'identification et d'authentification) et les rapports (entente d'abonnements et autres renseignements en matière de sécurité (PGS). La correspondance sout stockés en vertu de la Politique gouvernementale des renseignements de nature délicate en texte clair et de destruction: Tous les renseignements contenant d'authentification seulement. Normes de conservation certificats de l'ICP serviront à des fins d'identification et renseignements recueillis avant la délivrance des électronique protégé. Usages compatibles: Les de faire du télétravail et d'avoir un système de courrier Serviront à permettre à tous les employés de l'ADRC applications de l'ADAC. But: Les certificats de l'IPC entrepreneurs, les rôles organisationnels et les Catégorie de personnes: Les employés, les X.500 en vue de l'identification unique de l'employé. CIDP de l'employé qui haché et intégré au répertoire l'identification et de l'authentification comprennent le renseignements recueillis pour les besoins de on la date de naissance de l'employé. Les renseignements protégés, tels que le nom, le CIDP papier ou électronique et peuvent comprendre des renseignements peuvent être recueillis sur support permettant les transactions en ligne sécuritaires. Les 901'l eb atacitifica se noissimé! l'émission des certificats de l'10P l'identité des personnes employées par l'ADAC doit internes de l'Autorité de certification (AC) de l'AUHC, Description: Selon la Politique sur les certificats à clé publique (ICP) Identification interne de l'Infrastructure

dossier. Enregistrement (SCT): 000004 Numéro de fichier: ADRC PPE 813

No. APC: 86-001 Enregistrement (SCT): 000003 jusqu'à ce que le poste perde son statut d'exclusion. et de destruction : Les renseignements sont retenus fichier officiel de ces postes. Normes de conservation de gestion ou de confiance au ministère. C'est le seul maintenir une liste complète de tous les postes exclus ou de confignce. But : Ce fichier a pour but de occupent ou qui ont occupé un poste exclu de gestion Catégorie de personnes: Employés de l'ADAC qui syndicales est jointe au dossier personnel de l'employé. L'information relative à la cessation des cotisations vigueur de la cessation des cotisations syndicales. niveau et le groupe de l'employé, la date d'entrée en numéro d'identification personnel de l'employé, le statut d'exclusion du poste, le nom de l'employé, le l'unité de négociation, la date d'entrée en vigueur du titre du poste, l'endroit où se trouve l'organisation, ant les critères d'exclusion de poste, le numèro et le Description: Ce fichier contient des renseignements fonctions confidentielles Exclusions des préposés à la gestion et à des

Fiche d'utilisation de matériel par les employés Description: Ce fichier est relié à la formation des employés sur des logiciels de traitement de texte et les commentaires de l'instructeur, des copies de la lettre des résultats envoyée au surveillant de l'employé. L'accès au fichier n'est pas permis sans preuve d'identité ou autorisation appropriée. Catégorie de dousnes : Employés du ministère de L'Agence des dousnes et du revenu du Canada. But : Le but du fichier est de fournir l'historique de la formation des fichier est de fournir l'historique de la formation des sont conservés pendant cinq ans. Ces dossiers de conservés pendant cinq ans. Ces dossiers sont conservés pendant cinq ans. Enregistrement (SCT): 002027 Numéro de fichier: ADRC PPE 805

Numéro de fichier: ADRC PPE 812

Fiches de prêt personnel
Description: Ce fichier contient des fiches et des accord écrits qui servent à consigner l'attribution de matériel, en particulier de l'équipement aux employés du ministère aux fins d'utilisation en dehors des locaux gouvernementaux. Catégorie de personnes: Les ministère du Revenu national. But: Assurer le suivi du matériel et savoir précisément où il se trouve lorsqu'il est utilisé en dehors des locaux gouvernementaux.

Normes de conservation et de destruction: Les dossiers sont conservation et de destruction: Les remise de l'article. No. APC: 78-001 Enregistrement remise de l'article. No. APC: 78-001 Enregistrement (SCT): 001764 Numéro de fichier: ADRC PPE 806

Fichiers de médiation Description: Ce fichier contient des renseignements sur des médiations tenues entre employé/es de l'ADRC. Tous les médiateurs, internes ou externes,

Renvoi au dossier #: RC DSG 918 Enregistrement (SCT): 002025 Numéro de fichier: ADRC PPE 802

Numéro de fichier: ADRC PPE 801 No. APC: 86-001 Enregistrement (SCT): 000002 Deux ans suivant la fin de la période de formation. futures. Normes de conservation et de destruction: planification des carrières ainsi que les affectations pour évaluer le rendement des étudiants et faciliter la sur le principe de réussite ou échec et sert de référence jour l'évolution des étudiants sur ce Programme basé des Douanes. But: Ce fichier a pour but de tenir à Programme de formation des nouveaux inspecteurs et Accise qui participent ou ont participé(e)s au Catégorie de personnes: Employé(e)s de Douanes mentionnes aux fins de consultation du dossier. Collège. Le titre et les dates du cours doivent être comportement de l'étudiant lors de son séjour au des notes manuscrites sur le rendement et le ses résultats. Le dossier peut contenir à l'occasion les examens complétés par celui-ci de même que personnels préparés par l'étudiant, une copie de tous Description: Le fichier comprend les renseignements Douanes (P.F.N.I.D.) de tormation des nouveaux inspecteurs des Dossiers relatifs aux étudiants du Programme

Enquêtes internes

conservés pendant cinq ans après la termeture du de conservation et de destruction : Les dossiers sont lois applicables et au Ministère de la Justice. Normes d'enquête ou d'exécution de la loi prévus par d'autres Gendarmerie Royale du Canada, aux organismes contient ce fichier peuvent être divulgués à la Usages compatibles: Les renseignements que et du revenu du Canada sur les conditions d'emploi. la Couronne, et la politique de l'Agence des douanes et infractions et autres actes illégaux commis contre politique du Conseil du Trésor sur les Pertes de deniers pour appliquer la Loi sur l'administration financière, la impliquée ou les poursuites à entreprendre, ainsi que Couronne, les mesures disciplinaires contre la personne y compris le recouvrement des pertes subies par la sont utilisés pour déterminer les mesures à prendre, du public au cours des enquêtes. Ces renseignements confient aussi des notes d'entrevues avec les membres pourrait être nuisible aux intérêts de l'Agence. Le fichier douanes et du revenu du Canada ou d'autres lois, qui qui serait en violation de la législation de l'Agence des infraction, alléguée ou soupçonnée envers un employé registre tous les renseignements concernant toute enquêtes. But : Ce fichier a pour but d'inscrire au du public qui ont été interviewés au cours des du revenu et des douanes du Canada et des membres bersonnes: Employés actuels ou anciens de l'Agence d'allégations contre des employés. Catégorie de du Canada concernant la confirmation ou la réfutation fonctionnaires de l'Agence des douanes et du revenue a, eudnete et la correspondance échangée entre les Description: Ce fichier contient des rapports

Accidents d'automobile, de bateau, d'embarcation et avion

Aide aux employés

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Langues officielles

Griefs

Rémunération et avantages

Sécurité et santé au travail

Vérification de la fiabilité Voyages et réinstallations

sont conservés pendant 25 ans, puis détruits. puis détruits ; et les fichiers créant des précédents fichiers financiers sont conservés pendant six ans, une période minimale de deux ans, puis détruits; les Les fichiers opérationnels sont conservés pendant fonds. Normes de conservation et de destruction: vérification à rebours concernant les dépenses de précédents au sujet des primes et pour fournir une renseignements sont aussi utilisés pour établir des ou des autres programmes de l'Agence. Les des primes d'encouragement du gouvernement fédéral nommées pour des primes dans le cadre du Régime a pour but d'identifier les personnes qui ont été primes d'encouragement de L'APECA. But: Le fichier d'encouragement ou des autres programmes de primes, dans le cadre du Régime des primes fonctionnaires qui ont été nommés pour des Catégorie de personnes: Ce fichier concerne les l'amélioration des opérations de la Fonction publique. fonctions, ou des suggestions pratiques en vue de l'appui de contributions méritoires concernant leurs

Fichiers ordinaires

ACA PPE 804

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Enregistrement (SCT): 003379 Numéro de fichier:

Agence des douanes et du revenu du Canada Chapitre 30

après la fermeture du dossier. Enregistrement (SCT): 002026 Numéro de fichier: ADRC PPE 803

pendant deux ans après l'achèvement de la vérification. destruction: Les documents du fichier sont conservés antérieures. Normes de conservation et de fait l'objet d'une vérification dans les deux années les renseignements requis reliés aux postes qui ont compatibles: lls servent aussi à fournir à la direction les vérifications de classification complétées. Usages Ces renseignements servent à fournir un bilan de toutes L'Agence des douanes et du revenu du Canada. But: Catégorie de personnes: Employés du ministère de sans preuve d'identité ou autorisation appropriée. avec la direction. L'accès au fichier n'est pas permis recommandées et un résumé de la dernière entrevue les résultats de la vérification, les mesures correctives employés dont le poste a fait l'objet d'une vérification, tichier se trouvent un bilan des entrevues avec les complétées. Parmi les données contenues dans ce concernant toutes les vérifications de classifications Description: Ce fichier contient des renseignements classification des employés de l'ADRC Dossiers des rapports de vérification de la

Fichiers particuliers

de destruction : Ces dossiers sont conservés cinq ans employés de l'Agence. Normes de conservation et tonds, de corruption ou d'abus de conduite visant des sur les accusations de fraude, de détournement de sont consignés afin de pouvoir mener des enquêtes 'Agence ou d'inconduite. But : Les renseignements usage non acceptable d'un réseau électronique de détournement de fonds, corruption, abus de confiance, qui ont déjà fait l'objet d'une enquête pour fraude, des douanes et du revenu du Canada qui font ou Catégorie de personnes: Employés de l'Agence preuve d'identité ou sans autorisation appropriée. Canada. L'accès du fichier n'est pas permis sans employés de l'Agence des douanes et du revenu du électroniques de l'Agence, ou d'inconduite visant des confiance et d'un usage non acceptable des réseaux de détournement de fonds, de corruption, d'abus de traitent des enquêtes sur les accusations de fraude, Description: Ce fichier renferme des données qui Operations et questions relatives au personnel Agence des douanes et du revenu du Canada -

Agence de promotion économique du Canada atlantique

Chapitre 29

Fichiers particuliers

Numéro de fichier: ACA PPE 802 suivis par un employé. Enregistrement (SCT): 003381 la fin des cours de formation et de perfectionnement destruction : Les dossier sont détruits deux ans après de formation. Normes de conservation et de suivie par un employé et les activités du programme gestion toute l'information concernant la formation aux activités de formation ; à fournir au service de fournir au Conseil du Trésor toute l'information reliée suivis; à faciliter le suivi concernant le paiement; à employés à des cours ; à tenir un registre des cours perfectionnement. Ce fichier sert aussi à inscrire les de données sur la formation et des programmes de organismes centraux dans l'administration du système Comité des ressources humaines. Il sert également aux préparation des dossiers soumis à l'approbation du perfectionnement des employés de l'APECA et à la l'administration de programmes sur la formation et le des cours donnés par l'APECA. But : Ce fichier sert à assisté ou qui ont travaillé en tant qu'instructeurs à atlantique (APECA) et les autres fonctionnaires qui ont l'Agence de promotion économique du Canada

ACA PPE 801 Enregistrement (SCT): 003380 Numéro de fichier: détruits deux ans après la fin de l'année financière. conservation et de destruction : Les fichiers sont à déterminer le taux d'absentéisme. Normes de congés ; à l'évaluation de l'utilisation des congés et des congés sur les formules de rapport annuel des sapport aux relevés de présence; à l'enregistrement disponibles et à la vérification des salaires versés par à la vérification des absences par rapport aux congés congés et des présences des employés. Il sert aussi atlantique. But: Le fichier sert à l'administration des l'Agence de promotion économique du Canada renseignements touchent tous les employés de les absences. Catégorie de personnes: Les des notes sur les certificats médicaux qui justifient coude et les rapports de présence approuvés et renseignements concernant les demandes de Description: Ce fichier contient tous les Présences et congés

Primes d'encouragement Description: Ce fichier contient des renseignements sur les fonctionnaires qui ont été nommés pour des primes, dans le cadre du Régime des primes d'encouragement du gouvernement fédéral et des autres programmes de primes d'encouragement de l'Agence de promotion économique du Canada atlantique (APECA). Ces renseignements peuvent comprendre des curriculum vitae, des descriptions à comprendre des curriculum vitae, des descriptions à

YCA PPE 803 Enregistrement (SCT): 003378 Numéro de fichier: cinq ans. Après cette période, ils sont détruits. doivent être conservés pendant une période de de destruction : Les dossiers de tous les employés de perfectionnement. Normes de conservation et à déterminer les besoins en matière de formation et produire des données statistiques. Le fichier sert aussi déterminer les taux annuels de rémunération et à tous les employés de APECA. But : Le fichier sert à de perfectionnement. Les renseignements concernent de rendement, des objectifs de travail, de formation et les évaluations de l'employé, des résumés d'examens rapports d'évaluation annuels, lesquels comprennent de personnes : Le fichier contient des copies des trait aux habiletés, aptitudes et réalisations. Catégorie sur le rendement de chacun des employés en ce qui a Description: Oe fichier contient des renseignements Evaluation et examen du rendement de l'employé

professionnel. Ce fichier concerne les employés de la liste des participants aux congés de perfectionnement la liste des participants aux programmes d'échange; participants au programme de congés d'études; participants au programme CAP; la liste des d'autorisation d'activités de formation ; la liste des l'approbation du service de gestion ; des formules retour pour service rendu, et les formules portant vitae, les vérifications de l'évaluation, les accords de de personnes: Cet information inclut les curriculum programmes spéciaux de perfectionnement. Catégorie affectations de perfectionnement (CAP) et autres en congé d'étude prolongé, le programme Cours et la formation; un registre sur les employés qui sont utilisées (financières et humaines) en ce qui a trait à humaines en formation) détaillant les ressources (coût de la formation et rapports sur les ressources de préparation de rapports, notamment les formules l'information requise par l'organisme central aux fins Ministère donne sous forme de cours maison; formation annuel; un registre de la formation que le approuvés pour les employés sous forme de plan de gouvernementaux ; un registre de tous les cours offertes par des organismes gouvernementaux ou non la participation d'employés à des activités de formation, registre de paiement et de la correspondance reliée à sociale ; les résultats d'examens et les certificats ; un et des évaluations des cours ; le numéro d'assurance personnelles ainsi que des demandes de formation Description: Oe fichier contient des données Formation et perfectionnement

de fichier: ACIA PPE 813 ACIA 860 Enregistrement (SCT): 002099 Numéro est immédiatement détruit. Renvoi au dossier #:

Numèro de fichier: ACIA PPE 815 dossier #: ACIA 852 Enregistrement (SCT): 002282 de leur expiration. No. APC: 85-001 Renvoi au cartes de crédit, qui sont retenues jusqu'à la date des trais de voyage ou de réinstallation, saut pour les l'exercice financier durant lequel il y a eu réglement destruction: Les dossiers sont détruits six ans après cartes de crédit. Normes de conservation et de ainsi que l'obtention des passeports, des visas et des et les reinstallations en ce qui a trait à l'approbation I administration des tonctions concernant les voyages ontre-mer. Usages compatibles: Sert aussi a passeports et les visas aux employés qui voyagent voyages et aux réinstallations, et de procurer les politique) qui se rapporte aux cartes de crédit, aux l'autorisation au niveau ministèriel (comme l'exige la bersonnes: Employes de l'institution. But: Obtenir et les reinstallations des employés. Catégorie de ies visas et la correspondance concernant les voyages les itineraires, les renseignements sur les passeports et remboursement, les amenagements de voyages et les reinstaliations, les avances, les demandes de cartes individuelles de voyage, les voyages à l'étranger, autorisées pour les cartes de crédit de l'Agence et les Description: Ce fichier renterme des demandes Voyages et réinstallations

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

et d'avion Accidents d'automobile, de bateau, d'embarcation

Autorisations sécuritaires

Cartes d'identification et laissez-passer

l'après-mandat Code régissant les conflits d'intérêts et

Evaluation du rendement

Griefs

Harcèlement

rsudnes ouicielles

Mesares disciplinares

Politique de reconnaissance

Présences et congés

Remuneration et avantages

Sécurité et santé au travail

de l'Agence satisfont aux normes de fiabilité et de cerre ventication ainsi que les employes eventuels But: Carantir que les employés actuels assujettis à de nature delicate ou aux biens de grande valeur. pas de cote de sécurité mais dont il taut vérifier la Employes actuels ou éventuels de l'Agence qui n'ont des casiers judiciaires. Categorie de personnes: a empreintes digitales, des rapports d'enquêtes et canadienne (CIPC) et, le cas échéant, des fiches de verification du Centre d'information de la police Describtion: Ce tichier reunit notamment des rapports Ventications de la fiabilité SCT): 003319 Numéro de fichier: ACIA PPE 827 ans. Renvoi au dossier #: ACIAI 852 Enregistrement opérations financières qui sont conservées pendant six deux ans, saut dans le cas de données sur les destruction: Ces données sont conservées pendant employès respectifs. Normes de conservation et de contant de l'utilisation des services que font leurs et pour que les gestionnaires du Ministère soient au coûts réels en fonction de l'utilisation des services, des telecommunications, grâce à la répartition des Ces données sont utilisées pour la gestion quotidienne et les couts qui s'y rapportent. Usages compatibles: organisationnelle de contrôler l'utilisation des services renseignements permettant aux gestionnaires d'unité ministériels. Elles constituent également des l'imputation du coût réel des services aux organismes gaus le but de constituer une base pour le calcul et données d'enregistrement des appels sont recueillies à faciliter la question des télécommunications. Les I'Agence. But: La compilation de cette banque vise du Ministère. Catégorie de personnes : Employés de révèler des renseignements sur un tonctionnaire donné le mode d'appel et les numéros composés peuvent du gouvernement sont identifiés à certains employés, due beaucoup de numéros de téléphone ou de postes d'autres réseaux ministériels spécialisés. Etant donné gouvernement, le service d'interurbain commercial et accessible localement ou par le réseau interurbain du peuvent se rapporter à n'importe quel téléphone a, sbbel qu gouvernement. Les numéros composés les appels interurbains effectués à l'aide d'un code le coût. Ces données sont également disponibles pour

l'appel, la durée de l'appel, la voie d'acheminement et

lieu appelé, la date et l'heure du début et de la fin de

le numéro du poste d'origine, le numéro composé, le

réception d'un avis d'octroi de grâce, le casier judiciaire la cessation d'emploi) et sont ensuite détruits. Sur habituellement à une mutation, une promotion ou après le dernier emploi administratif (qui correspond sout conservés pendant une période de deux ans couzervation et de destruction : Les documents en question ont un casier judiciaire. Normes de être divulgués à la GRC pour vérifier si les personnes la fiabilité des personnes. Des renseignements peuvent touctions ou faches. Usages compatibles: Déterminer courisuce dni sumboseut bont Lexecution de leurs flabilité en raison de l'accès facile aux renseignements

002284 Numéro de fichier: ACIA PPE 814 ACIA 920, 923, 925, 927 Enregistrement (SCT): de 5 ans. No. APC: 86-001 Renvoi au dossier #: pas effacées du logiciel PeopleSoft après une période Archives Nationales du Canada. Les données ne sont conservées pendant 5 ans, puis transférées aux en direct par certains gestionnaires. Les données sont à partir d'un échange de données de ASC) ou encore informatisées sont mises à jour sur demande (journalier conservation et de destruction : Ces données personne, équité en matière d'emploi). **Normes de** et de la demande de main- d'oeuvre, droits de la le personnel (prévision des taux d'attrition et de l'offre des ressources humaines et la recherche appliquée sur de la main-d'oeuvre, par exemple), le perfectionnement carrière, la dotation interne (recherches sur l'inventaire perfectionnement des employés comme la gestion de de gestion des ressources humaines et de Documents utilisés pour faciliter les fonctions circonstances spéciales. Usages compatibles: peut y avoir des cas d'exception lorsqu'il y a des soit uniforme. Il faut inscrire le CIDP; toutefois, il que l'administration de la paye et des avantages utilisé à des fins d'identification et afin d'assurer

Numèro de fichier: ACIA PPE 800 dossier #: ACIA 920 Enregistrement (SCT): 003320 utilisation administrative. No. APC: 78-001 Renvoi au L'information est détruit après 2 ans après la dernière Normes de conservation et de destruction: combatiples: Il n'y a pas d'usages compatibles. prioritaires pour d'autres possibilités d'emploi. Usages sont des priorités. But : De parrainer les employées et résultat. Catégorie de personnes : Employés qui poste présenté, numèro du poste, endroit, gestionnaire y compris la date présentée, le groupe et niveau du langue seconde. 3) Information sur les présentations, et la date de la fin, leur mobilité et leur compétence en Données de parrainage consistent de la date du début de téléphone du conseiller en ressources humaines. 2) le titre, la première langue officielle, le nom et numéro le CIDP, le genre de priorité, la région, l'endroit actuel, que le nom de famille, le prénom, le groupe et niveau, 1) Données de base qui enregistre l'information telle Describtion: La base de données consiste de : Système de placement par priorité

Télécommunications
Description: Cette banque contient, en tout ou en partie, les données suivantes concernant l'équipement et les services de télécommunications installés ou disponibles dans les bureaux de l'Agence, notamment les détails aur les appels interurbains faits à partir d'un appareil de l'Agence, la liste des employées autorisés à quivernement et le coût qui représentent l'équipement du utiliser les codes d'appel pour le réseau interurbain du utiliser les codes d'appels pour le réseau interurbain du l'enregistrement des services. On peut y trouver l'enregistrement des détails des appels effectués à l'enregistrement des détails des appels effectués à l'artir des téléphones du gouvernement, qu'il s'agisse partir des téléphones du gouvernement, qu'il s'agisse d'appels locaux ou interurbains. Ceci peut comprendre d'appels locaux ou interurbains. Ceci peut comprendre

pendant deux ans, puis détruit. **No. APC :** 86-001 **Renvoi au dossier # :** ACIA 926 **Enregistrement (SCT) :** 002048 **Numéro de fichier :** ACIA PPE 807

(SCT): 002283 Numéro de fichier: ACIA PPE 816 Renvoi au dossier #: ACIA 913 Enregistrement retenus au dossier de l'employé. No. APC: 85-001 permis, saut les renseignements médicaux qui sont dossiers sont détruits deux ans après l'expiration du Normes de conservation et de destruction : Les l'administration de stationnement régulièrement. sur les employées et de mettre à jour le système de humaines afin d'obtenir de l'information courant relié au système d'information sur les Ressources l'Administration de stationnement de l'Agence est l'utilisation du stationnement. Le système de émettre les permis de stationnement et à contrôler stationnement. Usages compatibles: Sert aussi à et le contrôle des privilèges accordés en matière de Emmagasiner des renseignements pour l'administration de personnes : Employés de l'Agence. But : par la Gendarmerie royale du Canada. Catégorie les infractions de stationnement sont conservés stationnement, tandis que les dossiers portant sur aux déductions pour le paiement des frais de les avantages renterme les dossiers se rapportant les infractions. Le fichier touchant la rémunération et permis de stationnement réservé aux handicapés et renseignements médicaux employés pour émettre les qui sont loués par l'Etat ou qui lui appartiennent, les stationnement de véhicules à moteur dans les lieux de permis et la correspondance concernant le Description: Ce fichier contient les demandes Stationnement

code d'identification du dossier personnel (CIDP) est l'utilisation judicieuses des ressources humaines. Le canadienne d'inspection. But : Sert à la gestion et à les employés et les cadres supérieurs de l'Agence leur demande. Catégorie de personnes: Tous informatisés sur leur compte doivent le préciser dans Les personnes désirant avoir accès aux documents ainsi que les transactions de surtemps accumulé. contient aussi des données sur les congés d'employés ainsi que le lieu et les dates d'emploi. Ce tichier avoir accès à ce fichier doivent fournir le titre du poste et adresse de l'employé. Les personnes qui désirent Le fichier contient aussi des données sur le rendement, description et le profil linguistique de chaque poste. supplémentaires, les notations par facteur, ainsi qu'une syndicale et classification linguistique), congés, heures groupe, niveau, titre, traitement, appartenance situation au sein de l'entreprise (numéro de poste, évaluations du rendement, périodes et lieu d'emploi, rétrogradations, antécédents protessionnels, suivants: nominations, mutations, promotions, rémunération. Il contient aussi les renseignements sur les postes et employés, langues officielles et Description: Ce fichier réunit des renseignements Système de gestion sur les ressources humaines

concernant les tonds relatifs à la saisie-arrêt et à la Saisie-arret de fichier: ACIA PPE 818 ACIA 860 Enregistrement (SCT): 003648 Numéro trimestrielle. No. APC: 85-001 Renvoi au dossier #: destruction: Mise à jour effectuée sur une base matière) d'emploi. Normes de conservation et de l'établissement de la politique connexe à l'équité (en la formation, le perfectionnement, la planification et renseignements peuvent également être utilisés pour équitable dans la Fonction publique fédérale. Les et d'être représentés (et distribués) d'une manière qui permettront aux groupes désignés d'être admis et d'introduire des mesures temporaires spéciales systèmique dans l'embauche, de l'éliminer s'il y a lieu gouvernement afin de déterminer s'il y a discrimination le cadre des programmes d'équité d'emploi du Les renseignements recueillis seront utilisés dans uniforme. Il faut inscrire le CIDP. Usages compatibles: l'administration de la paye et des avantages soit à des fins d'identification et afin d'assurer que d'identification du dossier personnel (CIDP) est utilisé physiques et mentales et minorités visibles). Le code (femmes, autochtones, les personnes handicapés presentées selon leur sexe et leur groupe désigné d'avoir toutes les données au sujet des employés, Clear grace a ces renseignements qu'il est possible Loi sur les relations de travail dans la Fonction publique. tédéraux assujettis à l'Annexe 1 de la Partie 1 de la d'emploi pour tous les ministères et organismes en oeuvre de la politique en matière d'équité en matière contient toute la documentation nécessaire à la mise personnes: Employés de l'Agence. But: Ce fichier demandés sur une base volontaire. Catégorie de être utiles pour identifier les employés mais ils sont d'identification du dossier personnel (CIDP) peuvent tont partie d'une minorité visible. Le nom et le code sutochtones ou non, s'ils ont un handicap ou s'ils aux répondants d'indiquer leur sexe ; s'ils sont grâce à des questionnaires volontaires. On demande temporaire etc.). Ces renseignements ont été recueillis direction generale, situation de travail (Statut d'emploi, sur les employés notamment sur leur classification, Description: La banque renferme des renseignements Programme d'équité en matière d'emploi

Saisie-arrêt
Description: Ce fichier contient de la documentation
distraction. Catégorie de personnes: Employés de
distraction. Catégorie de personnes: Employés de
l'Agence canadienne d'inspection au sujet desquels des
l'Agence canadienne d'inspection au sujet desquels des
l'Agence canadienne d'inspection au sujet desquels des
mesures de saisie-arrêt et de distraction de fonds ont
la saisie-arrêt et la distraction de pensions, de procéder
la saisie-arrêt et la distraction de pensions, de procéder
la saisie-arrêt et la distraction de pensions. Les
Sert également à approuver les retenues des salaires.
Normes de conservation et de destruction: Les
dossiers sont gardés deux ans après que la dette ait
là dette soit payée, son dossier le suit; si l'employé
la dette soit payée, son dossier le suit; si l'employé
change de ministère après que la dette ait été payée,
change de ministère après que la dette ait été payée,
le dossier est gardé à l'Agence canadienne d'inspection
le dossier est gardé à l'Agence canadienne d'inspection

ACIA PPE 810 Enregistrement (SCT): 000917 Numéro de fichier: APC: 85-001 Renvoi au dossier #: ACIA 927 de perfectionnement suivis par un employé. No. deux ans après la fin des cours de formation et destruction: Les dossiers peuvent être détruits des employés. Normes de conservation et de et de perfectionnement et confirmer les réalisations participation des employés à des cours de formation Usages compatibles: Approuver et inscrire la d'exception lorsqu'il y a des circonstances spéciales. inscrire le NAS; toutefois, il peut y avoir des cas de la paye et des avantages soit uniforme. Il faut d'identification et afin d'assurer que l'administration d'assurance sociale (NAS) est utilisé à des fins ministères et organismes fédéraux. Le Numéro de formation et de perfectionnement au sein des

002698 Numéro de fichier: ACIA PPE 819 dossier #: ACIA 860 Enregistrement (SCT): pendant 2 ans. No. APC: 86-001 Renvoi au et de destruction : Les documents sont conservés du groupe de la direction. Normes de conservation l'information perfinente à la dotation des membres compatibles: Pour mettre à jour et maintenir membres du groupe de la direction. Usages à l'Agence. But : Pour aider dans la dotation des de personnes: Membres du groupe de la direction groupe de la direction jusqu'à présent. Catégorie rendement à partir de la date de nomination au du superviseur, cours d'orientation, évaluation de momination au poste, nomination à la région, nom région, lieu, sexe, langue, nomination au niveau, groupe et niveau, statut, début du statut, fin du statut, personnelle, telle que CIDP, nom, direction générale, Description: Ce fichier contient de l'information Groupe de la Direction - Documents du Personnel

002946 Numero de fichier: ACIA PPE 820 dossier #: ACIA 860 Enregistrement (SCT): minimum de 5 ans. No. APC: 86-001 Renvoi au conservation et de destruction: Conservation compatibles: Même que pour 'But'. Normes de dotation du Groupe de la Direction. Usages sout maintenus seulement pour les processus de formation et de perfectionnement. Ces renseignements en mettant l'emphase sur les habilités spécifiques de de grandir, professionnellement et personnellement aux gestionnaires, à tous les niveaux des possibilités de cette différence discuté ci-dessus, est de fournir groupe de la direction. But : Le but de l'identification de niveau EX moins 2 jusqu'au niveaux supérieur du de l'Agence canadienne d'inspection dans des postes le profile. Catégorie de personnes: Tous les employés globales entre les habilités de gestion d'un individu et connaissances et l'identification des différences Description: Collecte de données sur les facteurs Profile de gestion

qeces de l'employe; après quoi, le dossier est detruit, affeint l'âge de 80 ans ou jusqu'à deux ans apres le du Canada et sont gardés jusqu'à ce que l'employé ait renseignements sont transferes aux Archives nationales transfèré à un autre ministère. Après cette periode, les q,embjoi, plus un an. Le dossier suit l'employe, s'il est travaille actuellement l'employé pour toute la durée gardés par l'organisme ou le ministère pour lequel conservation et de destruction : Les dossiers sont Sante Canada (aux fins des pensions). Normes de groupe; aux syndicats (retenue des cotisations); et à q, sean, suce-wajagie brovinciaux; aux assureurs de le paiement des traitements; aux divers regimes et Services gouvernementaux Canada, car ils tacilitent renseignements servent egalement a Iravaux publics la vérification des références professionnelles. Ces a la discipline, aux autorisations sécuritaires ainsi qu'à la sécurité professionnelles, aux langues officielles, et au perfectionnement, a l'hygiene et a rémunération et aux avantages, à la formation qofation, aux présences et aux conges, à la compatibles: Identifier les decisions relatives a la 1111 de l'emploi et les pensions de retraite. Usages les mutations, les promotions, les rétrogradations, la de donner des autorisations pour les nominations, de l'Agence. But : Fournir de la documentation et susmentionnés. Catégorie de personnes: Employés bont brendre des décisions dans les domaines comprenne pas les renseignements personnels utilisés Il se bent dne le dossier individuel de l'employe ne gaus les autres tichiers ordinaires décrits ci-après. renseignements principaux concernant ces sujets autorisations securitaires. On trouve toutefois les au travail, les langues officielles, la discipline, et les décisions concernant les indemnités et l'aptitude avantages, la formation et le perfectionnement, les brésences et les congés, la rémunération et les résumés de décisions concernant la dotation, les re gozziek lugikignej g, nu embjoke combkeug gez les certificats et les raisons du départ de l'employé. bont occuper le poste, la fin de l'emploi, notamment les basseborts et les permis d'armes à teu nécessaires y compris les publications, les brevets et les primes, agent de négociation, les réalisations protessionnelles, le statut d'un employè désigné et l'identification d'un exclusions des négociations collectives, notamment compris les périodes et les domaines de service, les renseignements concernant le service militaire, y bent également y trouver, le cas échéant, des linguistiques et sur les congès et les absences. On coufeuir des renseignements sur les compétences peneticiaires, les appreciations de rendement; et peut bensions et les assurances, notamment les noms des groupes, les niveaux, les titres et les traitements, les la classification, notamment les numéros de poste, les les stages, les mises à pied et la durée de l'emploi, retrogradations, les périodes d'emploi, notamment nominations, les mutations, les promotions et les l'emplacement de l'organisme ou du ministère, les gouvernementaux, le curriculum vitae et les références,

la documentation pour l'administration des programmes bersonnes: Employes de l'Agence. But: Fournir de bersonnel et de perfectionnement. Categorie de de demandes pour les programmes de tormation rendement. Ceci contient également les formulaires bont cyadne embloye en vue d'ameliorer son renseignements touchant le besoin en perfectionnement concernant les évaluations de rendement les des employés et que l'on trouve dans le tichier iesultats optenus sont joints aux dossiers personnels dne les dossiers relatifs a la participation et aux on bar des organismes prives. Il convient de signaler bertectionnement parrainès par le gouvernement des employés à des cours de formation et de trais, la correspondance connexe a la participation certificats, les dossiers concernant le paiement des er evaluations, le numero d'assurance sociale, anivantes: les demandes pour suivre les cours Description: Ce fichier comprend les données Formation et perfectionnement

(SCT): 002094 Numéro de fichier: ACIA PPE 811 Renvoi au dossier # : ACIA 860 Enregistrement après que les dossiers sont fermés. No. APC: 86-001 destruction: Les documents sont détruits cinq ans judiciaires. Normes de conservation et de compris les mesures disciplinaires et les poursuites compatibles: Determiner les mesures à prendre y lois qui pourrait être nuisible à l'Agence. Usages de l'Agence canadienne d'inspection ou d'autres en ce qui a trait à toute violation des lois et règlements L'inconduite alléguée ou soupçonnée d'un employe **But:** Inscrire tous les renseignements concernant anciens de l'Agence canadienne d'inspection. categorie de personnes: Employes actuels ou on la rétutation d'allégation relativement aux employés. tonctionnaires de l'Agence concernant la confirmation

q, eudrețes et qe la correspondance entre les Description: Le fichier contient des rapports Enquêtes internes **ACIA PPE 808** Enregistrement (SCT): 000913 Numero de fichier: No. APC: 85-001 Renvoi au dossier #: ACIA 860 en permanence par les Archives nationales du Canada. national qui décide quels dossiers seront conservés une valeur sur le plan des archives, c'est l'archiviste renseignements jugés de nature historique ou qui ont cette mesure soit immédiatement détruit. Pour tous les le ministère qui voit à ce que le document touchant gisciblinaires ont ete annulees, c'est l'organisme ou disciplinaire n'ait ete prise depuis. Lorsque les mesures out été prises, pour autant qu'aucune autre mesure survant la date à laquelle les mesures disciplinaires collectives pertinentes, ou elle est de deux ans couzervation est mentionnee dans les conventions relatifs à des mesures disciplinaires, la durée de renseignements en question. Quant aux dossiers derniere utilisation a des fins administratives des pourvu que deux ans se soient écoulés depuis la

demandés à des fins de sécurité et d'identification, afin d'être en mesure de délivrer les cartes d'achat du gouvernement du Canada. Usages compatibles: Les renseignements seront conservés par le coordonnateur des cartes d'achat afin d'offrir un service quotidien rigoureux et sécuritaire aux titulaires de cartes. Normes de conservation et de destruction: Ces dossiers seront conservés pendant 6 ans. Enregistrement seront conservés pendant 6 ans. Enregistrement

002701 Numéro de fichier: ACIA PPE 822 dossier #: ACIA 860 Enregistrement (SCT): pendant 2 ans. No. APC: 86-001 Renvoi au et de destruction : Les documents sont conservés canadienne d'inspection. Normes de conservation postes sur une base de mutation à l'intérieur l'Agence Afin de sélectionner des candidats pour doter des institution gouvernementale. Usages compatibles: d'information qui sert à doter des postes dans une ministères. But: Le fichier central fournit une banque de l'Agence canadienne d'inspection et les autres etre inclus. Catégorie de personnes: Employés du rendement et l'évaluation de l'employé peuvent contenir des curriculum vitae. Aussi des examens ainsi que d'autres ministères. Ces dossiers peuvent les demandes de mutation des employés de l'Agence Description: Le fichier central d'information renterme Demande de dossier pour mutation

certificats et bulletins), les emplois antérieurs non domiciliaire, la citoyennete, les études (diplômes, d'identification du dossier personnel (CIDP); l'adresse bersonnelles, notamment l'âge et le sexe, le code des renseignements concernant les caractéristiques dossier personnel de ce dernier. Ce fichier renferme travaille présentement qui exerce le contrôle sur le l'organisme ou le ministère pour lequel l'employé meilleur interet de l'employe et de l'employeur. C'est et organismes tédéraux soient coordonnées dans le prises en matiere de personnel au sein des ministères aux usages prévus, afin d'assurer que les mesures utilisés, pourvu que ce soit d'une manière conforme d'autres fichiers. Ces renseignements peuvent être a des renseignements plus détaillés trouvés dans contient des renseignements succincts et connexes domaine. Dans les cas susmentionnés, le fichier benneur jutiner sur une decision prise dans un autre lorsque les renseignements touchant un domaine omcienes, a la discipline, au niveau de sécurité, et l'hygiene et a la sécurité professionnelles, aux langues avantages, a la formation et au perfectionnement, à presences et aux congés, à la rémunération et aux prendre des decisions ayant trait à la dotation, aux employe peuvent etre utilisés aux fins suivantes : res lenseignements contenus dans les dossiers d'un conservé afin de faciliter l'administration du personnel. des ministeres et organismes tederaux. Ce dossier est de toutes les périodes d'emploi d'une personne au sein Description: Ce fichier contient le dossier sommaire Dossier personnel d'un employè

> en perpétuité. Enregistrement (SCT): 004421 données sur l'EE sont gardées sur le logiciel PeopleSoft Normes de conservation et de destruction: Les seulement telle que précisé dans le but de la banque. au Canada, etc. Usages compatibles: Utilisation si l'Agence est représentative de la main-d'oeuvre par exemple groupe et niveau professionnels, vérifier vont être analysées pour différents rapports statistiques, d'élaboration de programmes. Les données recueillies matière de RH, de fixation des objectifs de gestion et qui pourront être utilisés à des fins de planification en imposées par la Loi sur l'équité en matière d'emploi des rapports statistiques respectant les obligations relativement aux employés de l'Agence afin de produire aliments. But : Saisir et conserver les données sur l'EE employés de l'Agence canadienne d'inspection des sélection, etc.). Catégorie de personnes: Tous les pour diverses initiatives, participation à un jury de à des fins de gestion des RH (information devant servir l'employé désire ou non que l'information soit divulguée handicappés. Elle contiendra aussi une note à savoir si qui a trait aux minorités visibles et aux personnes appartient (auto-identification), par exemple en ce

Numèro de fichier: ACIA PPE 803

ACIA PPE 817 Enregistrement (SCT): 002285 Numéro de fichier: No. APC: 86-001 Renvoi au dossier #: ACIA 914 destruction: Les dossiers sont conservés six ans. ant le revenu. Normes de conservation et de declarations de gains imposables aux fins de l'impôt Osages compatibles: Sert également à émettre des d'exception lorsqu'il y a des circonstances spéciales. inscrire le NAS; toutefois, il peut y avoir des cas de la paye et des avantages soit uniforme. Il faut d'identification et afin d'assurer que l'administration Numéro d'assurance sociale est utilisé à des fins iscinies aux personnes mentionnées ci-dessus. Le utilisé pour le paiement des réclamations et des des associations et d'autres paiements. But : Fichier des frais d'inscription à des cours, des cotisations à deplacement et de logement, des frais de réinstallation, Employés du l'Agence réclamant des frais de et d'autres paiements. Catégorie de personnes: de depenses et de trais, le réglement des réclamations er autres pieces justificatives visant le remboursement leçus, demandes de chèque, avances, correspondance reciamations, autorisations, rapports des dépenses, Description: Ce fichier réunit les documents suivants: Comptabilité des dépenses (employés)

Demande de carte d'achat

Description: Renseignements recueillis aux fins de la délivrance des cartes d'achats: nom au long, date de naissance, nom de jeune fille de la mère, sexe, situation de l'employé et titre du poste. Catégorie de personnes: Le coordonnateur et les fournisseurs des cartes d'achat auront besoin de ces renseignements. But: Le coordonnateur et les fournisseurs des cartes d'achat auront besoin des renseignements.

Agence canadienne d'évaluation environnementale

Chapitre 27

Formation et perfectionnement Langues officielles

Politique de reconnaissance

Présences et congés

Rémunération et avantages

Voyages et réinstallations

Dotation

cette publication) une définition des fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de

Évaluation du rendement

et une description de leur contenu.

Fichiers ordinaires

Agence canadienne d'inspection des aliments

Description: La base de données contiendra Base de données sur l'équité en matière d'emploi Numéro de fichier: ACIA PPE 826 dossier #: ACIA 852 Enregistrement (SCT): 002943 ans après que l'employé a quitté l'emploi. Renvoi au et de destruction : Les dossiers sont détruits deux sécuritaire régulièrement. Normes de conservation employèes et de mettre à jour le système d'information humaines afin d'obtenir de l'information courant sur les relié au système d'information sur les ressources Le système d'information sécuritaire de l'Agence est des mesures disciplinaires et à la cessation d'emploi. se rapportant à des mutations, à des promotions, à fichier. Usages compatibles: Etayer les décisions obtenus à la suite d'enquêtes contenus dans le fichier et ne peut pas consulter les renseignements consulter que les renseignements contenus dans ce une décision concernant la cote de sécurité, il ne peut l'Agence canadienne d'inspection des aliments prend des mesures de sécurité du gouvernement. Lorsque des renseignements nécessaire à l'administration servir à déterminer la cote de sécurité et à fournir poste nécessite une cote de sécurité. Il peut également nomination, d'une affectation ou d'un contrat et dont le canadienne d'inspection des aliments en vertu d'un travaillant ou demandant à travailler à l'Agence du niveau approprié de sécurité pour les personnes consigner les renseignements sur la détermination affectation ou d'un contrat. But: Ce fichier vise à et Agroalimentaire en vertu d'une nomination, d'une demandant à travailler au ministère de l'Agriculture de personnes : Les personnes travaillant ou

bar I, employé): sous-groupe auquel I, employé

autochtones). La base de données permettra de

l'information fournie par les employés quant à leur

minorités visibles, personnes handicappés, femmes,

ventiler les sous-groupes (si la chose a été mentionnée

appartenance à un groupe désigné (auto-identification:

Fichiers particuliers

ACIA PPE 821 Enregistrement (SCT): 002699 Numéro de fichier: No. APC: 86-001 Renvoi au dossier #: ACIA 927 renseignements sur les employés en affectation. et de destruction : PeopleSoft maintient les ressources humaines. . Normes de conservation statistiques et pour des fins de planification en utilisés à titre d'information, pour des fins de Usages compatibles: Les renseignements sont le protocole d'entente de l'affectation soient respectés. But: Pour s'assurer que les points énumérés dans aliments présentement en affectation temporaire. Employés de l'Agence canadienne d'inspection des écrite des ententes. Catégorie de personnes: le protocole d'entente de l'affectation, l'autorisation extérieur de l'Agence tel leur nom, leur curriculum vitae, cherchant une affectation temporaire à l'intérieur et sur des employés en affectation temporaire et/ou Description: Ce fichier renferme des renseignements Affectations ministérielles et interministérielles

conservés dans un fichier du SCRS. Catégorie les détails des enquêtes réalisées par le SCRS sont être versés au dossier personnel de l'employé. Tous ou d'un contrat. Les avis de cote de sécurité peuvent aliments en vertu d'une nomination, d'une affectation, travailler a l'Agence canadienne d'inspection des attribuée aux personnes travaillant ou demandant à et la correspondance connexe à la cote de sécurité numéro d'assurance sociale; les séances de briefing d'empreintes digitales ; les antécédents criminels ; le Gendarmerie royale du Canada (GRC); des cartes (SCRS), auparavant le Service de sécurité de la Service Canadien des renseignements de sécurité personnels ; les résumés des enquêtes faites par le Description: Oe fichier contient tous les antécédents Autorisations securitaires

Politique de reconnaissance Mesures disciplinaires Langues officielles Harcèlement Garderie en milieu de travail Formation et perfectionnement Evaluation du rendement Dotation Dossier personnel d'un employé l'après-mandat Code régissant les conflits d'intérêts et Cartes d'identification et laissez-passer Autorisations sécuritaires

fichier: AIN PPE 802 jour. Enregistrement (SCT): 004260 Numéro de destruction: 2 ans à compter de la dernière mise à recommendations. Normes de conservation et de soulevés, mesures prises), les tendances ainsi que des statistiques (nombre d'èmployés, type de problèmes Rapport annuel lequel fournit des renseignements leurs situations. Il sert également pour la production du sur la meilleure alternative à adopter pour résoudre d'être en meilleure posture pour conseiller les employés pertinents sur les questions soulevées ce qui lui permet adéquat pour enregistrer des renseignements représente pour l'ombudsman du personnel un outil divulgation est le couplage des données. Ce fichier personnel. Usages compatibles: Comprends la ub namabudmo'l raq unatriism tea te seèveluos centrale de renseignements à jour sur les questions volontaire). But : Ce fichier représente une source groupe d'équité en maitère d'emploi (identification le nom, le sexe ainsi que des renseignements sur le

Fichiers ordinaires

nue describtion de leur contenu. cette publication) une définition des fichiers ordinaires et Vous trouverez dans l'INTRODUCTION (au début de

et d'avion Accidents d'automobile, de bateau, d'embarcation

Aide aux employés

International Agence canadienne de développement

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de Fichiers ordinaires

Aide aux employés

Chapitre 26

Autorisations sécuritaires

Dossier personnel d'un employé

Dotation

Formation et perfectionnement

Griefs

Rétroaction sur le rendement Rémunération et avantages sociaux Stationnement Programme d'équité en matière d'emploi Présences et congés Langues officielles Harcèlement

Voyages et réinstallations

Voyages et réinstallations

Sécurité et santé au travail

Rémunération et avantages

Présences et congés

Programme d'équité en matière d'emploi

Stationnement

Administration portuaire du North-Fraser

Chapitre 23

Griefs

Harcèlement

Langues officielles

Présences et congés

Rémunération et avantages

Sécurité et santé au travail

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Évaluation du rendement

Administration portuaire du Saguenay

Chapitre 24

Dotation

Griefs

Évaluation du rendement

Formation et perfectionnement

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Affaires indiennes et du Nord Canada

Chapitre 25

travers le pays des employés jouissant d'une priorité de dotation au sein de la Fonction publique du Canada. Il sert aussi à étayer les décisions relatives au placement d'employés prioritaires à des postes au sein du Ministère ou dans d'autres ministères et agences. Mormes de conservation et de destruction: Les dossiers sont conservés pendant trois ans après le placement de l'employé jouissant d'une priorité de dotation. No. APC: 85-001 Renvoi au dossier #: AIN DPH 921 Enregistrement (SCT): 002541 Muméro de fichier: AIN PPE 801

Dossiers de l'ombudsman du personnel Description: Ce fichier contient des renseignements par rapport à des situations difficilles qui ont été soulevées par des employés du ministère ainsi que les approches mises en place pour résoudre lesdites situations. Il contient également des renseignements sur les activités du suivi. Catégorie de personnes: Employés du ministère à tous les niveaux. Il peut fournir

Fichiers particuliers

personnel la documentation qui facilitera le placement à du Ministère. But : Ce fichier fournit aux agents du curriculum vitae. Catégorie de personnes: Employés l'intermédiaire de questionnaires, d'entrevues ou de employés. Ces renseignements sont recueillis par d'assurance sociale peut servir à identifier les niveau inférieur ; et l'adresse personnelle. Le numéro déménager; le consentement à accepter un poste de les endroits au Canada où l'employé est prêt à professionnels; la formation et le perfectionnement; dans ce fichier sont : les études ; les antécédents Fonction publique. Les renseignements contenus une priorité administrative de la Commission de la dans la Fonction publique ainsi que ceux qui ont reçu de dotation telle que définie dans la Loi sur l'emploi personnels sur les employés qui jouissent d'une priorité Description: Oe fichier contient des renseignements Programme du réaménagement des effectifs

Administration portuaire de Vancouver

Chapitre 20

et à mesure, selon les besoins. Enregistrement (SCT): 004280 Numéro de fichier: APV PPE 802

Fichiers ordinaires

Veuillez vous référer à l'INTRODUCTION de cette publication pour une définition de banque de données standard et une description de leur contenu.

Aide aux employés

Autorisation de sécurité

Dossier personnel de l'employé

Dotation en personnel

Formation et perfectionnement

Griefs/réclamations

Harcèlement

Langues officielles

Présences et congés

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Programme d'équité en matière d'emploi

Rémunération et avantages sociaux Revues de rendement et évaluations

Sécurité et santé au travail

Stationnement

Fichiers particuliers

Système d'information sur les ressources humaines Description: Base de données sur les employés contenant: nom, adresse du domicile et numéro de téléphone, contact en cas d'urgence, date d'ancienneté, date de retraite, antécédents professionnels, historique de salaire, formation, études et absences. Catégorie de personnes: Employés de l'Administration. But: La fonction de ce système est de présenter des rapports aux chefs de service est de présenter des rapports aux chefs de service sain de leur faciliter les décisions en matière de personnel. Normes de conservation et d'élimination:

Administration portuaire de Windsor

Chapitre 21

Loi sur l'accès à l'information et à l'annexe de la Loi sur l'accès à l'information et à l'annexe de modification accessoire.

Note: L'Administration portuaire de Windsor a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 11^e jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la

Administration portuaire du fleuve Fraser Chapitre 22

l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire. L'Administration portuaire du fleuve Fraser a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 11^e jour de juin 1998. Lautorité portuaire a été ajoutée à l'annexe 1 de la Loi sur

APT PPE 805 Enregistrement (SCT): 004371 Numéro de fichier: trois années après l'expiration du permis et détruites. destruction: Les demandes sont conservées pendant

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Autorisations sécuritaires

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Griefs

Harcèlement

Langues officielles

Mesures disciplinaires

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Stationnement

Voyages et réinstallation Vérfication de la fiabilité

> de fichier: APT PPE 815 détruites. Enregistrement (SCT): 004373 Numéro une année après l'expiration du laissez-passer et

Laissez-passer - Zones d'accès réglementées

reçues d'individus qui doivent avoir accès aux Description: Oe fichier contient les demandes de l'aéroport

compatibles: Les renseignements contenus dans ce documenter les demandes de laissez-passer. Usages de l'aéroport. But: Ce fichier a pour but de personnes: Les employés de l'APT et les locataires sécuritaire de Transports Canada. Catégorie de civil, photographie personnelle, et numéro d'autorisation des yeux et des cheveux, empreintes digitales, état de téléphone, date de naissance, taille, poids, couleur Toronto. Il comprend le nom, titre, adresse, numéro zones réglementées de l'Aéroport du centre ville de

Enregistrement (SCT): 004370 Numéro de fichier: après l'expiration du laissez-passer et détruites. Les demandes sont conservées pendant trois années sécurité. Normes de conservation et de destruction: fichier pourraient servir en cas de manquement à la

APT PPE 800

Permis d'exploitation de véhicules côté piste

servir en cas d'utilisation apparente de véhicule non renseignements contenus dans ce fichier pourraient demandes de permis. Usages compatibles: Les But: Ce fichier a pour but de documenter les employés de l'ACCVT et les locataires de l'aéroport. pratique du permis. Catégorie de personnes: Les Il contient aussi la formule d'évaluation de l'examen de téléphone et renseignements sur les véhicules. ville de Toronto. Il comprend le nom, adresse, numéro de véhicules sur les terrains de l'Aéroport du centre d'individus qui ont besoin d'un permis d'exploitation Description: Oe fichier contient les demandes reçues de l'aéroport

autorisé à l'aéroport. Normes de conservation et de

Chapitre 19 Administration portuaire de Trois-Rivières

modification accessoire. protection des renseignements personnels, à titre de sur l'accès à l'information et à l'annexe de la Loi sur la

L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi a reçu l'assentiment royal le 11e jour de juin 1998. établie conformément à la Loi maritime du Canada qui Note: L'Administration portuaire de Trois-Rivières a été

Administration portuaire de St. John's

Ohapitre 16

Evaluations du rendement

Langues officielles

Présences et congés

Rémunération et avantages Sécurité et santé au travail

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Aide aux employés

Dossier personnel d'un employé

Dotation

Administration portuaire de Thunder Bay

Loi sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire.

Note: L'Administration portuaire de Thunder Bay a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 11^e jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la

Administration portuaire de Toronto

Shapitre 18

Catégorie de personnes: Les employés de l'APT, les locataires de l'aéroport, les grands voyageurs. But: Ce fichier traite les demandes de laisses-passer de traversier des employés. Usages compatibles: Les servir en cas de non paiement apparent du passage de traversier. Normes de conservation et de destruction: Les demandes sont conservées pendant une année après l'expiration du laissez-passer et détruites. Enregistrement (SCT): 004372 Numéro détruites. PPT PPE 810

Laissez-passer de traversier de l'aéroport pour véhicule d'individus qui ont besoin d'un laissez-passer de d'individus qui ont besoin d'un laissez-passer de d'individus qui ont besoin d'un laissez-passer de traversier pour véhicule de l'Aéroport du centre ville de Toronto. Il comprend le nom, adresse, numéro de téléphone et les renseignements sur le véhicule. Catégorie de personnes: Les employés de l'APT et les locataires de l'aéroport. But: Ce fichier traite les demandes de laissez-passer de traversier pour de les locataires de l'aéroport. But : Ce fichier traite des locataires de l'assez-passer de traversier pour ontenus dans ce fichier pour sient servir en cas de non paiement apparent du passage de traversier de l'aéroport. Normes de conservation et de de l'aéroport. Les demandes sont conservation et de destruction: Les demandes sont conservation et de destruction: Les demandes sont conservées pendant destruction: Les demandes sont conservées pendant

Fichiers particuliers

APT PPE 820 Enregistrement (SCT): 004374 Numéro de fichier: après l'expiration du laissez-passer et détruites. demandes sont conservées pendant une année Normes de conservation et de destruction: Les autorisée apparente d'un espace de stationnement. ce fichier pourraient servir en cas d'utilisation non compatibles: Les renseignements contenus dans demandes de laissez-passer de stationnement. Usages les locataires de l'aéroport. But : Ce fichier traite les Catégorie de personnes : Les employés de l'APT et de téléphone et les renseignements sur le véhicule. sur le confinent. Il comprend le nom, adresse, numéro stationnement à l'Aéroport du centre ville de Toronto, d'individus qui ont besoin d'un laissez-passer de Description: Ce fichier contient les demandes reçues Laissez-passer de stationnement à l'aéroport

Laissez-passer de traversier de l'aéroport pour les employés Description: Ce fichier contient les demandes reçues d'individus qui ont besoin d'un laissez-passer de traversier d'employé pour se rendre à l'Aéroport du centre ville de Toronto. Il comprend le nom, l'adresse, centre ville de Toronto. Il comprend le nom, l'adresse, le numéro de téléphone et la photographie personnelle.

Administration portuaire de Prince-Rupert

Chapitre 12

modification accessoire. protection des renseignements personnels, à titre de l'accès à l'information et à l'annexe de la Loi sur la

portuaire a été ajoutée à l'annexe 1 de la Loi sur l'assentiment royal le 11° jour de juin 1998. L'autorité conformément à la Loi maritime du Canada qui a reçu L'Administration portuaire de Prince-Rupert a été établie

Chapitre 13 Administration portuaire de Québec

L'Administration portuaire de Québec a été établie

modification accessoire. protection des renseignements personnels, à titre de l'accès à l'information et à l'annexe de la Loi sur la

portuaire a été ajoutée à l'annexe 1 de la Loi sur l'assentiment royal le 11e jour de juin 1998. L'autorité conformément à la Loi maritime du Canada qui a reçu

Chapitre 14 Administration portuaire de Saint John

Dotation en personnel

qes embloyès Examens de rendement et évaluations

Griefs

Harcèlement

Langues officielles

Présences et congés

Rémunération et avantages

Santé et sécurité au travail

Voyages et réinstallation

modification accessoire. protection des renseignements personnels, à titre de sur l'accès à l'information et à l'annexe de la Loi sur la L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi qui a reçu l'assentiment royal le 11e jour de juin 1998. établie conformément à la Loi maritime du Canada Note: L'Administration portuaire de Saint John a été

Fichiers ordinaires

description de leur contenu au sujet de la définition des fichiers ordinaires et de la Veuillez consulter l'INTRODUCTION de cette publication

Aide aux employés

Conflit d'intérêts et conduite après-emploi

Dossier personnel d'un employé

Chapitre 15 Administration portuaire de Sept-Iles

modification accessoire. protection des renseignements personnels, à titre de sur l'accès à l'information et à l'annexe de la Loi sur la L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi qui a reçu l'assentiment royal le 11e jour de juin 1998. établie conformément à la Loi maritime du Canada Note: L'Administration portuaire de Sept-Iles a été

Administration portuaire de Hamilton

S entiqued S

sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire. Note: L'Administration portuaire de Hamilton a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 11^e jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi

Administration portuaire de Montréal

Chapitre 9

Mesures disciplinaires Présences et congés

Griefs

Programme d'équité en matière d'emploi

Rémunération et avantages Sécurité et santé au travail

Stationnement

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Cartes d'identification et laissez-passer

Dossier personnel d'un employé

Dotation

Evaluation du rendement

Formation et perfectionnement

Administration portuaire de Nanaimo

sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire. Note: L'Administration portuaire de Nanaimo a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 11^e jour de juin 1998. L'autorité portuaire a été ajoutée à l'annexe 1 de la Loi

Administration portuaire de Port Alberni

Code régissant les conflits d'intérêts et l'après-mandat

Rémunération et avantages

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu. :

sont conservés pour dix ans. Enregistrement (SCT): 004142 Numéro de fichier: APP PPE 801

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Présences et congés

Rémunération et avantages

promotions, les rétrogradations, les licenciements ant et la pension de retraite. Ces renseignements sont également fournis à divers régimes provinciaux d'assurance-maladie; aux assureurs collectifs, aux syndicats aux fins de précompte des cotisations et au ministère des Travaux publics et Services et au ministère des Travaux publics et Services de au ministère des Travaux publics et Services douvernementaux Canada aux fins de pensions. Normes de conservation et de destruction:

employés à la retraite et des employés non-actifs

Administration du pipe-line du Nord Canada

S entiqed

Fichiers ordinaires

Présences et congés Rémunération et avantages Voyages et réinstallations Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Dossier personnel d'un employé

Administration portuaire de Belledune Chapitre 6

Loi sur l'accès à l'information et à l'annexe de la Loi sur la protection des renseignements personnels, à titre de modification accessoire.

Note: L'Administration portuaire de Belledune a été établie conformément à la Loi maritime du Canada qui a reçu l'assentiment royal le 11º jour de juin 1998. L'autorité portuaire a été sjoutée à l'annexe 1 de la

Administration portuaire de Halifax Chapitre 7

Griefs

Langues officielles

Présences et congés

Programme d'équité en matière d'emploi

Rémunération et avantages

Sécurité et santé au travail

Voyages et réinstallations

Fichiers ordinaires

Vous trouverez dans l'INTRODUCTION (au début de cette publication) une définition des fichiers ordinaires et une description de leur contenu.

Code régissant les conflits d'intérêts et l'après-mandat

Dossier personnel d'un employé

Dotation

Évaluation du rendement

Rémunération et avantages

Sécurité et santé au travail Stationnement

Voyages et réinstallations

Formation et perfectionnement

Griefs

Langues officielles

Mesures disciplinaires

Présences et congés

Administration de pilotage du Pacifique Canada

Normes de conservation et de destruction: Les dossiers du personnel actif sont conservés en permanence par l'Administration. Les dossiers des employés à la retraite et des employés non-actifs sont conservés pour dix ans. Enregistrement (SCT): 004141 Numéro de fichier: APP PPE 802

de l'Administration dans l'intérêt à la fois de l'individu la coordination des démarches du personnel au sein 1-Administration. But: Ces données servent à assurer se rapporte aux pilotes de navire à l'embauche de du licenciement. Catégorie de personnes: Ce fichier licenciements, y compris les certificats et les motifs compris les publications, les brevets et les prix; et les négociation; les réalisations professionnelles, y la désignation et l'identification de l'agent de l'exclusion des négociations collectives, y compris y compris les périodes et les zones de service; y a lieu, des renseignements sur le service militaire, pénéficiaires. Le fichier comprend également, s'il de retraite et l'assurance, y compris les noms des compris les niveaux, les titres et les salaires ; la pension les licenciements et la permanence; la classification, y les périodes d'emploi, y compris les stages probatoires, les mutations, les promotions et les rétrogradations; lieu géographique de l'organisation; les nominations, parapublic ; les curriculum vitae et les références ; le diplômes ; les antécédents de travail dans le secteur y compris les relevés de notes, les certificats et les du domicile ; la citoyenneté ; le niveau de scolarité, le sexe ; le numéro d'assurance sociale ; l'adresse les caractéristiques personnelles, y compris l'âge et Ce fichier contient aussi des données sur les licences, langues officielles, discipline et niveaux de sécurité. et perfectionnement, hygiène et sécurité du travail, et congés, rémunérations et avantages, formation aux secteurs suivants: dotation en personnel, assiduité renseignements servent à la prise de décisions relatives de navire à l'embauche de l'Administration. Ces Description: Ce fichier se rapporte aux pilotes Registre des employés pilotes

à autoriser les nominations, les mutations, les

compatibles: Ce fichier vise à documenter et

au besoin en vertu de la Loi sur le pilotage. Usages

et de l'employeur. Ces renseignements sont obtenus

Fichiers particuliers

Dossier du personnel

Gouvernementaux Canada aux fins de pensions. et au ministère des Travaux publics et Services syndicats aux fins de précompte des cotisations d'assurance-maladie; aux assureurs collectifs, aux également fournis à divers régimes provinciaux et la pension de retraite. Ces renseignements sont promotions, les rétrogradations, les licenciements à autoriser les nominations, les mutations, les compatibles: Ce fichier vise à documenter et à la fois de l'individu et de l'employeur. Usages personnel au sein de l'Administration dans l'intérêt servent à assurer la coordination des démarches du aux employés de l'Administration. But : Ces données Catégorie de personnes: Ce fichier se rapporte y compris les certificats et les motifs du licenciement. publications, les brevets et les prix; et les licenciements, les réalisations professionnelles, y compris les désignation et l'identification de l'agent de négociation; l'exclusion des négociations collectives, y compris la y compris les périodes et les zones de service; y a lieu, des renseignements sur le service militaire, des bénéficiaires. Le fichier comprend également, s'il pension de retraite et l'assurance, y compris les noms y compris les niveaux, les titres et les salaires; la les licenciements et la permanence; la classification, les périodes d'emploi, y compris les stages probatoires, les mutations, les promotions et les rétrogradations; lieu géographique de l'organisation; les nominations, parapublic ; les curriculum vitae et les références ; le diplômes ; les antécédents de travail dans le secteur compris les relevés de notes, les certificats et les domicile; la citoyenneté; le niveau de scolarité, y sexe ; le numéro d'assurance sociale ; l'adresse du caractéristiques personnelles, y compris l'âge et le Ce fichier contient aussi des données sur les langues officielles, discipline et niveaux de sécurité. perfectionnement, hygiène et sécurité du travail, congés, rémunérations et avantages, formation et suivants: dotation en personnel, assiduité et servent à la prise de décisions relatives aux secteurs personne avec l'Administration. Ces renseignements

Description: Ce fichier fournit un relevé d'emploi d'une

Administration de pilotage de l'Atlantique Canada

Chapitre 1

Dossier personnel d'un employé

27

Sécurité et santé au travail Rémunération et avantages

Vous trouverez dans l'INTRODUCTION (au début de Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires

Canada Administration de pilotage des Grands Lacs

Chapitre 2

PGL PPE 810 Enregistrement (SCT): 002999 Numéro de fichier: Les dossiers sont conservés pendant sept ans. Normes de conservation et de destruction: déplacement et à la rémunération des membres. les demandes de remboursement des frais de déplacement. But : L'information sert à remplir demandes de remboursement des frais de nommés au Conseil, la correspondance et les décrets au moyen desquels les membres ont été

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Dossier personnel d'un employé

Rémunération et avantages

Dossiers des employés Fichiers particuliers

002998 Numéro de fichier: PGL PPE 805 son nom et son adresse. Enregistrement (SCT): personne voulant consulter ces dossiers devra fournir dossiers sont conservés pendant sept ans. Toute Normes de conservation et de destruction : Les perfectionnement; déplacements et déménagements. du rendement; dotation en personnel; formation et passer pour l'immeuble; langues officielles; évaluations et congés; discipline; griets; cartes d'identité et laissezrenfermer des informations sur ce qui suit : Assiduité sont au service de l'Administration, et peuvent aussi renseignements généraux sur les personnes qui Description: Ces dossiers contiennent des

comprend les curriculum vitae des membres, les Description: L'information que renferme cette banque Membres du conseil d'administration de l'APGL

Chapitre 3 Administration de pilotage des Laurentides Canada

(SCT): 003684 Numéro de fichier: APL PPE 801 acheminés aux Archives nationales. Enregistrement

Fichiers ordinaires

et une description de leur contenu. cette publication) une définition des fichiers ordinaires Vous trouverez dans l'INTRODUCTION (au début de

Cartes d'identification et laissez-passer

Dossier personnel d'un employè

Dotation

Evaluation du rendement

Fichiers particuliers

apprenti-pilote cesse ses fonctions pour être ensuite (2) ans à compter de la date à laquelle le pilote ou renseignements sont conservés dans nos locaux deux Normes de conservation et de destruction: Les des qualités requis aux termes de la Loi sur le pilotage. Tenir un registre des certificats ainsi que des titres et l'Administration de pilotage des Laurentides. But : de personnes: Pilotes et apprentis-pilotes de certificats et les incidents maritimes. Catégorie sur les caractéristiques physiques, les brevets, les Description: Ce fichier renferme des informations Registre des pilotes à l'emploi de l'Administration

de la vérification. Numéro de fichier: POE 921 deux ans après le départ de l'employé qui a fait l'objet renseignements contenus dans ce fichier sont détruits Normes de conservation et de destruction : Les des mesures disciplinaires et à la cessation d'emploi. rapportant à des mutations, à des promotions, à Usages compatibles: Etayer les décisions se pour exécuter leurs tâches avec fiabilité et honnêteté. des gens et déterminer s'ils sont dignes de confiance affection ou d'un contrat. But : Confirmer l'identité gouvernement fédéral en vertu d'une nomination, d'une Les personnes travaillant ou demandant à travailler au renseignements personnels. Catégorie de personnes: échéant, la solvabilité des personnes ainsi que d'autres professionnels, les casiers judiciaires et, le cas les qualités professionnelles, les antécédents Le fichier renferme des données sur les études, d'une nomination, d'une affectation ou d'un contrat. demandant à travailler dans leurs services en vertu vérifications de la fiabilité de personnes travaillant ou du gouvernement du Canada sur la sécurité, à des lorsqu'elles ont procédé, conformément à la politique qu'ont rassemblés des institutions fédérales Description: Ce fichier contient des renseignements Vérification de la fiabilité

tichier: POE 913 des frais de voyage ou de réinstallation. Numéro de l'exercice financier durant lequel il y a eu règlement destruction: Les dossiers sont détruits six ans après de remboursement. Normes de conservation et de affectations à l'étranger, les avances et les demandes questions de voyage et de réinstallation ainsi que les fonctionnaires. Usages compatibles: Approuver les réinstallations et les affectations à l'étranger des des renseignements concernant les voyages, les l'institution. But : Ce fichier a pour but d'emmagasiner employés. Catégorie de personnes: Employés de réinstallations ou les affectations à l'étranger des correspondance concernant les déplacements, les reçus, les préparatits de voyage, les itinéraires et la les avances, les demandes de remboursement, les Description: Ce fichier renferme les autorisations, Voyages et réinstallations

> Numèro de fichier: POE 907 mentionnées dans la description des fichiers pertinents. Canada, ils doivent être conservés pour les périodes des ressources humaines Canada et par Santé ans. Quant aux dossiers conservés par Développement une substance dangereuse, sont détruits après trente la correspondance si l'incident résulte de l'exposition à être conservés pendant dix ans; ces rapports, incluant accidents et la correspondance s'y rattachant, doivent les situations comportant des risques ainsi que les jucinant les rapports d'enquête du superviseur sur maladies ou les lésions professionnelles et les accidents benode de cinq ans; les rapports d'enquête sur les premiers soins doivent être conservés pendant une et de destruction : Les dossiers se rapportant aux conditions contrôlées. Normes de conservation d'incapacités de continuer à travailler dans des à certains individus qui souffrent de maladies ou des autres; et établir des conditions qui permettront sans préjudice pour leur santé, leur sécurité ou celle

> ans apres l'expiration du permis. Numéro de fichier: et de destruction : Les dossiers sont détruits deux les permis de stationnement. Normes de conservation de stationnement. Usages compatibles: Emettre l'administration des privilèges accordés en matière d'emmagasiner des renseignements concernant Employes de l'institution. But : Ce fichier a pour but on la ville d'Ottawa. Catégorie de personnes: sour conserves par la Gendarmerie royale du Canada les dossiers portant sur les infractions de stationnement pour le palement des trais de stationnement, tandis que renterme les dossiers se rapportant aux déductions Le fichier touchant la rémunération et les avantages qui sont loués par l'Etat ou qui lui appartiennent. stationnement de véhicules à moteur dans les lieux de permis et la correspondance concernant le Description: Ce fichier contient les demandes Stationnement

à la saisie-arrêt et à la distraction des fonds. Normes de conservation et de destruction: Les dossiers peuvent être détruits deux ans sprès la fin de l'exercice financier lorsqu'il s'agit de documents généraux relatifs à la paye et aux déductions et pour la correspondance connexe; toutefois, cette règle ne s'applique plus dans les cas de règlement des questions de paiement des duestions de paiement des duestions de paiement des duestions de paiement des mises en vigueur des mesures relatives à la saisie-arrêt et à la distraction de fonds. Dans ces cas les dossiers sont conservés jusqu'à ce que les questions de paiement excédentaire soient réglées, que la dette soit recouvrée ou que les mesures concernant la saisie-arrêt et la distraction ne soient plus en vigueur. Numéro de fis distraction ne soient plus en vigueur. Numéro de fichier; POE 904

déterminés soient en mesure de continuer à travailler individus sujets à certains risques professionnels on dni sout aggravées par celles-ci; assurer que des subséquentes qui découlent des conditions de travail prévenir les lésions, les maladies et les incapacités d'accident du travail; servir de moyen permettant de compensations destinées aux travailleurs et aux congés compatibles: Etayer les décisions connexes aux au sein des organismes et ministères. Usages etticace de chaque programme de sécurité et d'hygiène brotection de la sante, et de permettre l'administration de lésions, afin de prévenir les accidents, d'assurer la à la santé au travail ainsi que les causes d'accidents et consigner tous les détails se rapportant à la sécurité et les lésions et les maladies professionnelles, Il vise à les autorisations de congés et d'indemnités touchant prévention des accidents, la protection de la santé et et organismes gouvernementaux, notamment la sécurité et de santé au travail au sein des ministères necessaire a l'administration des programmes de lichier a pour but de tournir de la documentation personnes: Employès de l'institution. But: Ce voir le fichier ordinaire no 908. Catégorie de renseignements au sujet des accidents de véhicule renseignements médicaux personnels. Pour les les dossiers d'examen de santé, et tous les conserve, sous le sceau de la confidentialité médicale, Direction des services médicaux de Santé Canada des dossiers touchant les sommes déboursées. La d'indemnisation et la correspondance connexe; et y compris des dossiers médicaux; les demandes couseive des dossiers, concernant les employés, Développement des ressources humaines Canada des dossiers sur les premiers soins administrés. le ministère ou organisme conserve également Conformément à la politique du Conseil du Trésor, ministères au centre de responsabilité approprié. qocnments sont conservés par les organismes ou ant les accidents que doit remplir le superviseur; ces couvexe, ainsi que des copies du Rapport d'enquête des maladies professionnelles et la correspondance d'enquête sur des accidents et sur des lésions ou Description: Ce fichier comprend des rapports Sécurité et santé au travail

destruction pour les documents contenus dans ce conservation et de destruction : Les critères de connexe à l'équité en matière d'emploi. Normes de a l'élaboration et à la mise en oeuvre de la politique Les renseignements peuvent également être utilisés équitable au sein de la Fonction publique fédérale. cibles d'être admis et d'être représentés d'une manière temporaires spéciales qui permettront aux groupes de l'éliminer s'il y a lieu et d'introduire des mesures y a discrimination systémique dans l'embauche, a emploi du gouvernement, afin de déterminer s'il dans le cadre des programmes d'équité en matière statistiques. Les renseignements recueillis sont utilisés en matière d'emploi (SCT PCE 706) qu'à des fins Fichier de données sur les groupes visés par l'équité renseignements personnels ne sont versés dans le les employés, ou encore à ces deux fins. Les statistiques, pour obtenir des renseignements sur Le ministère peut recueillir des données à des fins perfectionnement (POE 905). Usages compatibles: ministériels Dotation (POE 902) et Formation et des données d'auto-identification dans les fichiers personnels ont été recueillis. Il est possible d'obtenir contorme aux usages pour lesquels les renseignements et lorsque la conservation de tels renseignements est la gestion du personnel) et ce, à des fins statistiques employés (par exemple, le Système d'information pour autre fichier comprenant des renseignements sur les

egizie-arrêt et la distraction de pensions, de proceder cas échéant, permettre, conformément à la Loi sur la des trop-payés et des dettes envers la Couronne et, le l'admissibilité des employés) et étayer le recouvrement relatifs à la paye (par exemple, la rémunération et Permettre la vérification et la conciliation des comptes a des circonstances spéciales. Usages compatibles: toutefois, il peut y avoir des cas d'exception lorsqu'il y unitorme. Il taut inscrire le Numèro d'assurance sociale; l'administration de la paye et des avantages soit ntilisé à des fins d'identification et afin d'assurer que que les retenues. Le Numéro d'assurance sociale est le paiement des traitements et des indemnités ainsi et organismes fédéraux. Il sert également à approuver rémunération et des avantages au sein des ministères contient de la documentation sur l'administration de la bersonnes : Employés de l'institution. But : Ce fichier dossier personnel de chaque employe. Categorie de touchant les gains et la pension de retraite est joint au relatifs a la saisie-arrêt et la distraction. Le dossier comprendre des dispositions concernant les tonds paye et des avantages. Le fichier peut également la correspondance connexe à l'administration de la y compris le Numéro d'assurance sociale, ainsi que du traitement et des avantages pour chaque employé les déductions et présente des renseignements au sujet nécessaires pour la rémunération, les indemnités et Description: Ce fichier contient les certifications

Rémunération et avantages

fichier n'ont pas encore été établis. Numéro de

fichier: POE 918

POE 911

Numèro de fichier: POE 903 détruits deux ans après la fin de l'exercice financier. conservation et de destruction : Les dossiers sont coudes et le taux d'absentéisme. Normes de q, embloi: et determiner quelle est l'utilisation des notamment en ce qui a trait aux congés et à la fin decisions relatives a la remunêration et aux avantages, congés autorisés et les jours de présence; étayer les fédéraux. Usages compatibles: Consigner les employés au sein des ministères et organismes L'administration des congès et des présences des de l'institution. But : Ce fichier a pour but d'étayer et absences). Catégorie de personnes: Employés on an ministere (systemes presence/temps, congès qes pases de données sur le personnel de l'organisme sons torme de modules automatises enregistres dans relatifs aux congés et aux présences sont présentés personnel d'un employé. Certains renseignements les congès et les présences est joint au dossier bresences et congès. Le dossier annuel portant sur également joindre la correspondance connexe aux d'identification de dossier personnel, et on doit Sur tous ces documents, on doit inscrire le Code

coufeuns qaus ce licuier et cenx couservés qans un peut servir à établir un lien entre les renseignements travall. Le Code d'identification de dossier personnel tederaux et avec leurs homologues sur le marché du autres groupes au sein des ministères et organismes des membres des groupes cibles avec celles des bersonnel des employes et de comparer la situation renseignements sont utilises atin de realiser un profil personnes taisant partie de minorites visibles). Ces (temmes, autochtones et personnes handicapées et bresentées selon leur sexe et leur groupe cible a svoir toutes les données au sujet des employés, Clest grace a ces renseignements qu'il est possible Loi sur les relations de travail dans la Fonction publique. rederaux assujettis a l'annexe 1 de la Partie 1 de la a emploi pour tous les ministères et organismes en oeuvre de la politique relative à l'équité en matière contient toute la documentation nécessaire à la mise bersonnes: Employès de l'institution. But: Ce fichier pouvoir trouver le dossier de l'employé. Catégorie de lorsqu'il est nécessaire d'avoir ces indicatits afin de ue benneut bas utiliser un questionnaire anonyme ou employes lorsque les ministères et organismes fédéraux de dossier personnel peut servir à identifier les partie d'une minorité visible. Le Code d'identification sexe et s'ils sont autochtones, handicapés ou font libres de fournir ces renseignements, indiquent leur de donnees automatisés. Les répondants, qui sont on compiles a partir de leurs dossiers ou des systèmes recueillis au moyen de questionnaires ou d'entrevues, perfectionnement. Tous ces renseignements ont été et leurs projets de carrière; leur formation et leur leurs études; leurs antécédents professionnels bersonnels sur les employés, notamment sur Description: Ce fichier contient des renseignements Programme d'équité en matière d'emploi

connexe à la mesure en cause. Numéro de fichier : l'on détruise immédiatement toute la documentation c'est l'organisme ou le ministère qui doit voir à ce que Lorsque les mesures disciplinaires ont été annulées, précisé dans les conventions collectives pertinentes. avis verses au dossier de l'employe, le délai qui est cas des avis de mesures disciplinaires, y compris les ete consignée au cours de cette période ou, dans le prise, pourvu qu'aucune autre mesure disciplinaire n'ait écoulée depuis que ladite mesure disciplinaire a été sera détruite après qu'une période de deux ans se soit disciplinaire qui a été prise à l'égard de cas individuels destruction: La documentation relative à une mesure a la fin de l'emploi. Normes de conservation et de aux congés; aux mutations, aux rétrogradations et rémunération et aux avantages; aux présences et compatibles: Etayer les décisions relatives à la à déterminer la nature de ces mesures. Usages de prendre des mesures disciplinaires et, dans ce cas, fédéraux. Il sert également à déterminer s'il y a lieu disciplinaires prises dans les ministères et organismes contient des renseignements utilisés lors des mesures personnes: Employés de l'institution. But: Ce fichier joints au dossier personnel de l'employé. Catégorie de que les avis de mesures disciplinaires peuvent être

detruits. Numero de fichier: POE 920 précédents sont conservés pendant 15 ans, puis six ans, puis détruits; et les fichiers créant des détruits; les fichiers financiers sont conservés pendant pendant une période minimale de deux ans, puis destruction: Les fichiers opérationnels sont conservés depenses de fonds. Normes de conservation et de pour fournir une vérification à rebours concernant les bonk etablik des precedents au sujet des primes et renseignements contenus dans ce tichier sont utilisés gouvernement federal. Usages compatibles: Les an regime de la politique de reconnaissance du out été nommées pour des primes dans le cadre liculer a pour but de determiner les personnes qui Regime de la politique de reconnaissance. But : Le ere nommés pour des primes, dans le cadre du Categorie de personnes: Fonctionnaires qui ont rapports de recommandations, dûment remplis. oberations de la Fonction publique, ainsi que des suggestions pratiques en vue de l'amélioration des meritoires concernant leurs fonctions, ou des vitae, des descriptions à l'appui de contributions renseignements peuvent comprendre des curriculum de reconnaissance du gouvernement federal. Ces brimes, dans le cadre du Regime de la politique ant les tonctionnaires qui ont ete nommes pour des Description: Le fichier contient des renseignements Politique de reconnaissance

Présences et congés Description: Ce fichier contient des rapports sur les absences et les demandes de congé, ainsi que les certificats médicaux connexes à un congé de maladie.

réseaux électroniques de l'Etat. **Usages compatibles:**Les renseignements peuvent servir à justifier les mesures disciplinaires prises à la suite d'une infraction aux politiques de l'organisme ou du Conseil du Trésor concernant l'usage des réseaux électroniques. Trésor concernant l'usage des réseaux électroniques. Aormes de conservation et de destruction: Les gouvernements personnels utilisés par un organisme gouvernemental à des fins administratives devront étre conservés par cet organisme au moins deux ans suivant la dernière utilisation qui en est faite à moins que la personne visée consente à ce qu'ils soient de la personne visée consente à ce qu'ils soient éliminés plus tôt. **Numéro de fichier**: POE 922

Description: Ce fichier contient des avis de mesures de fichier: POE 906 après la date de la dernière justification. Numéro destruction: Les dossiers sont détruits deux ans langues officielles. Normes de conservation et de vérifier l'administration des programmes relatifs aux de determiner le statut linguistique de l'employe et de de mutations et de promotions. Il permet également de dotation, d'admissibilité à la prime au bilinguisme, coucernant chaque employe, en matiere de questions compatibles: Etayer et justifier les décisions a confirmer les réalisations des employés. Usages dn'à justifier le besoin en formation linguistique et langues officielles et les epreuves linguistiques, ainsi decisions touchant les qualifications en matière de publique tédérale. Il vise à justifier et à étayer les officielles relatives aux employes de la Fonction l, squilliztration des politiques en matiere de langues put de fournir de la documentation nécessaire à Employès de l'institution. But : Ce fichier a pour du Conseil du Trésor. Catégorie de personnes: Commission de la Ponction publique et du Secretariat données semblables dans les fichiers particuliers de la bersonnel de l'employé. On trouve également des tormation et les exemptions sont joints au dossier examens linguistiques, les dossiers concernant la d'information sur les langues officielles (SILO). Les un double de la formule destinée au Système officielles. Le fichier peut également comprendre qualifications de l'employé en matière de langues tormation et la correspondance concernant les examens de connaissance linguistique; les certificats quigestifucation de dossier personnel; les resultats des de l'employé, sa date de naissance et son Code a, identification, comme la principale langue officielle des donnees personnelles de base utilisées à des fins des demandes de formation linguistique comprenant cours et des renseignements relatifs aux présences; Description: Ce fichier contient les inscriptions aux randnes officielles

Mesures disciplinaires

Description: Ce fichier contient des avis de mesures
disciplinaires et la correspondance échangée au sujet
de l'inconduite d'un employé; les témoignages; les
opinions juridiques; les enquêtes se rapportant à des
cas d'inconduite possible et le rapport d'analyse qui
résulte de ces enquêtes. Il est important de signaler

après la dernière mesure administrative prise au sujet destruction: Les dossiers sont detruits deux ans parcèlement. Normes de conservation et de qomaine de la prévention et du réglement du de l'information aux personnes oeuvrant dans le être identifiées pour analyser les tendances et donner a ordre général touchant des personnes qui ne peuvent ou disciplinaire. On peut utiliser des renseignements bent divulguer au plaignant toute mesure corrective mis en cause. A la suite d'une plainte fondée, on Lenduete pouvant être divulgués au plaignant et au concernant les résultats et les recommandations de Lednife du processus de l'enquete, renseignements qizciblinaires à l'endroit des employés et assurer les decisions portant sur les mutations et les mesures tin à cette situation. Usages compatibles : Appuyer notamment des mesures disciplinaires, pour mettre l'affirmative, déterminer les mesures appropriées, a vraiment une situation de harcèlement et, dans bonk établik, dans des circonstances données, s'il y nécessaires pour traiter les plaintes de harcèlement; lichier a pour but d'emmagasiner les renseignements bersonnes à l'emploi de la fonction publique. But : Ce de personnes: Employes de l'institution et autres se rapportant aux mesures disciplinaires. Categorie renseignements peuvent être transférés dans le fichier disciplinaire est prise à la suite d'une enquête, les gossier personnel d'un plaignant. Lorsqu'une mesure dossier distinct et ne doivent pas être placés dans le dossier. Ces renseignements doivent constituer un obinions des médiateurs peuvent être versés au et de règlement, de mêmes que les notes et les evaluations des mediateurs, les ententes de mediation Lorsqu'on a recours à la médiation, les profils et les

sonbcounes on bresumes d'usage détourné des sout recueillis aux fins des enquêtes sur les cas But: Les renseignements stockés dans le fichier des réseaux électroniques du gouvernement fédéral. de l'organisme et des particuliers autres qui tont usage d'utilisation. Catégorie de personnes : Les employes avec succès ou non, la date, l'heure et la frequence y compris les cas ou les codes ont pu être utilisés coqes q'autorisation attribuées à des particuliers, aussi s'étendre à de l'information sur l'usage fait de durée et la nature de la visite ou de l'opération. Il peut obérations effectuées, y compris la date, l'heure, la liste de sites consultés et les renseignements sur les boste de travail d'un employe et une adresse IP, les journaux de réseau qui établissent des liens entre le Trésor. Ce fichier peut comprendre, par exemple, des matière de l'organisme intéressé ou du Conseil du su sens donné à ce terme dans les politiques en la gouvernement fédéral est soumis à un usage détourné, zonbčouuer dn'un réseau électronique du renseignements sont recueillis lorsqu'il y a lieu de sur l'usage des réseaux électroniques. Ces Description: Le fichier renterme des renseignements Journaux de contrôle des réseaux électroniques

a'un cas donné. Numéro de fichier: POE 919

de fichier: POE 930 ce tichier n'a pas encore été déterminée. Numéro conservation des renseignements contenus dans conservation et de destruction : La période de dui utilisent une garderie et leur profil. Normes de ministère pourra déterminer le nombre d'employés ceux firés des fichiers mentionnés ci-dessous que le garderie. C'est à partir de ces renseignements et de ministère gardien et au conseil d'administration de la comité constitué avec l'approbation du ministère, à un communiquée au Conseil du Trésor, au ministère, au destinés aux garderies. L'information pourra être le cadre de cette politique pour la location des locaux que le gouvernement fédéral est prêt à accorder dans fonction publique fédérale, ainsi que le niveau d'aide et de surveiller la politique sur les garderies dans la d'une garderie. Ils permettront également d'évaluer compiler les statistiques nécessaires à l'établissement fichier seront utilisés pour effectuer les recherches et compatibles: Les renseignements contenus dans ce à évaluer la politique sur les garderies. Usages concerne la location des locaux. Il servira également

décision. Numéro de fichier: POE 910 de travail dans la Fonction publique a rendu sa grief ou la date à laquelle la Commission des relations période de trois ans suivant la date de règlement du destruction: Les dossiers sont détruits après une Fonction publique. Normes de conservation et de la Commission des relations de travail dans la paliers de la procédure, y compris les renvois à 👔 le cas échéant, aider à résoudre les griefs à tous les fichier sont utilisés exclusivement pour consigner et, compatibles: Les renseignements contenus dans ce relations de travail dans la Fonction publique. Usages des griefs, même au niveau de la Commission des renseignements utilisés à tous les paliers de règlement But: Ce fichier a pour but de consigner les Catégorie de personnes: Employés de l'institution. toute la correspondance échangée au sujet des griefs. poste nécessaires lors de griefs sur la classification et les rapports d'enquête et d'analyse; les descriptions de de la direction; les témoignages; les opinions juridiques; négociation; les accusés de réception et les réponses par les employés et par les représentants des unités de Description: Ce fichier contient les griefs présentés Griefs

Harcèlement
Description: Ce fichier contient de l'information
concernant les plaintes de harcèlement et le règlement
des problèmes de harcèlement, notamment la
médiation et les enquêtes. Les données recueillies
comprennent de la correspondance concernant les
allégations de harcèlement; les entrevues réalisées avec
les plaignants et les mis en cause; les entrevues avec
les plaignants et les mis en cause; les entrevues avec
les témoins des incidents; les rapports des enquêtes
et les analyses des événements et des résultats, ainsi
et les analyses des événements et des résultats, ainsi
que les dossiers touchant les décisions prises au sujet
que les dossiers touchant les décisions prises au sujet
d'incidents donnés ou de plaintes de harcèlement,

un employé. Numéro de fichier: POE 905 de tormation et de perfectionnement suivis par peuvent être détruits deux ans après la fin des cours de conservation et de destruction : Les dossiers programmes d'équité en matière d'emploi. Normes des politiques du gouvernement concernant les afin de faciliter la mise en oeuvre et l'évaluation renseignements consignés dans d'autres fichiers, les données d'auto-identification volontaire aux et confirmer les réalisations des employés. Relier a des cours de tormation et de perfectionnement Approuver et inscrire la participation des employés et organismes fédéraux. Usages compatibles: l'équité en matière d'emploi, au sein des ministères perfectionnement, y compris des programmes liés à l'administration des programmes de formation et de fichier a pour but de fournir de la documentation pour de personnes : Employés de l'institution. But : Ce employé en vue d'améliorer son rendement. Catégorie touchant le besoin en perfectionnement pour chaque les évaluations de rendement les renseignements employés et que l'on trouve dans le fichier concernant optenus sont joints aux dossiers personnels des les dossiers relatifs à la participation et aux résultats par des organismes privés. Il convient de signaler que perfectionnement parrainés par le gouvernement ou des employés à des cours de formation et de des frais; la correspondance connexe à la participation et certificats; les dossiers concernant le paiement l'équité en matière d'emploi; les résultats des examens personnel; le statut de membre d'un groupe visé par

tèdèral est prêt à accorder à la garderie en ce qui déterminer le niveau d'aide que le gouvernement une garderie en milieu de travail. Il permettra de réellement (étude de viabilité) la possibilité d'établir sont suffisants pour que le ministère envisage Le fichier servira à déterminer si l'intérêt et la demande relations de travail dans la fonction publique. But : énumérés à la partie I de l'annexe I de la Loi sur les employés des ministères et organismes fédéraux des employés. Catégorie de personnes: Tous les er ne pourront être utilisés qu'avec le consentement renseignements seront communiqués volontairement et les raisons qui pourraient l'inciter à l'y inscrire, les entant dans une garderie parrainée par le ministère brevue, la probabilité qu'un employé inscrive un sur ses entants, et peuvent porter sur la demande personnelles sur l'employé ou l'utilisateur, ou encore darderies. Ils peuvent comprendre des données location des locaux, et d'évaluer la politique sur les pourront compter les garderies pour ce qui est de la déterminer l'aide financière permanente sur laquelle Ces renseignements ont été compilés dans le but de a partir des dossiers des garderies en milieu de travail. évaluer la demande de garderies en milieu de travail, bar les ministères auprès de leurs employés pour renseignements recueillis à partir d'enquêtes menées Description: Ce fichier ordinaire renferme des Garderie en milieu de travail

POE 902 renseignements en question. Numéro de fichier: dernière utilisation à des fins administratives des pourvu que deux ans se soient écoulés depuis la combler un poste et, ensuite, les dossiers sont détruits, l'expiration de la liste d'admissibilité utilisée pour conservés pendant une période de deux ans suivant conservation et de destruction : Les dossiers sont échéant, inscrire le numéro du concours. Normes de d'expliquer les raisons de la décision. Il faut, le cas de renseignements à la suite d'une sélection» en vue la Fonction publique (CFP) sur la «Communication on som en la politique de la Commission de fournis à un participant à un processus de sélection Sur demande, des renseignements peuvent être bersonnels aux fins auxquelles ils ont été recueillis. fichiers, à condition que l'on utilise ces renseignements d'emploi aux données consignées dans d'autres programmes et aux services d'équité en matière données d'auto-identification volontaire liées aux et aux promotions. Il est possible de rattacher les postes et traiter les appels relatifs aux nominations compatibles: Sélectionner des candidats, doter des et les services d'équité en matière d'emploi. Usages une source de renseignements pour les programmes des ministères et organismes fédéraux. Il est également peuvent être utilisés pour la dotation de postes au sein But: Ce fichier contient des renseignements qui Catégorie de personnes: Employés de l'institution. de dotation dans le dossier personnel d'un employé. également trouver des avis relatifs à des décisions

Formation et perfectionnement de fichier: POE 912 cette période, les dossiers sont détruits. Numéro période de cinq ans pour tous les employés. Après Les dossiers doivent être conservés pendant une l'emploi. Normes de conservation et de destruction: aux employés, aux mesures disciplinaires et à la fin de promotions, aux mutations, aux rétrogradations, à l'aide compatibles: Etayer les décisions ayant trait aux de stage et au renvoi pendant un stage. Usages maintien en fonction, à la prolongation de la période au rendement, aux augmentations annuelles, au perfectionnement, aux approbations de la rémunération nécessité de donner des cours de formation et de des employés, notamment en ce qui a trait a la fédéraux. Il vise à déterminer le rendement de chacun de chacun des employés des ministères et organismes renseignements concernant le niveau de rendement Employés de l'institution. But : Ce fichier contient des réalisations et intérêts). Catégorie de personnes: rendement de l'employé au travail (habiletés, aptitudes, des rapports et de la correspondance concernant le Description: Ce fichier contient des évaluations, Evaluation du rendement

Formation et perfectionnement Description: Ce fichier comprend les données suivantes: des demandes pour suivre des cours et des évaluations; le Code d'identification de dossier

> Numèro de fichier: POE 901 permanence par les Archives nationales du Canada. qui décide quels dossiers seront conservés en des archives, c'est l'archiviste national du Canada nature historique ou qui ont une valeur sur le plan détruit. Pour tous les renseignements jugés de document touchant cette mesure soit immédiatement l'organisme ou le ministère qui voit à ce que le les mesures disciplinaires ont été annulées, c'est mesure disciplinaire n'ait été prise depuis, Lorsque qizciblinaires ont èté prises, autant qu'aucune autre trois ans suivant la date à laquelle les mesures conventions collectives pertinentes, ou elle est de la durée de conservation est mentionnée dans les aux dossiers relatifs à des mesures disciplinaires, administratives des renseignements en question. Quant soient écoulés depuis la dernière utilisation à des fins quoi, le dossier est détruit, pourvu que deux ans se jusqu'à deux ans après le décès de l'employé; après jusqu'à ce que l'employé sit atteint l'âge de 80 ans ou aux Archives nationales du Canada et sont gardés Après cette pèriode, les renseignements sont transfèrès l'employé pour toute la durée d'emploi, plus un an. ou le ministère pour lequel travaille actuellement destruction: Les dossiers sont gardés par l'organisme pensions). Normes de conservation et de des ressources humaines Canada (aux fins des syndicats (retenue des cotisations); et à Développement maladie provinciaux; aux assureurs de groupe; aux des traitements; aux divers régimes d'assurancegouvernementaux Canada, car ils facilitent le palement servent également à Travaux publics et Services des références professionnelles. Ces renseignements aux autorisations sécuritaires ainsi qu'à la vérification professionnelles; aux langues officielles; à la discipline; et au perfectionnement; à l'hygiène et à la sécurité à la rémunération et aux avantages; à la formation

> volontaire liées à l'équité en matière d'emploi. On peut d'assurance sociale et les données d'auto-identification l'âge, le sexe, le niveau de scolarité, le Numero renseignements personnels qui peuvent comprendre dans les dossiers du fichier une grande variété de répertoire des ressources humaines. On trouve notamment par voie de concours et à l'aide du relative à la dotation faite par divers moyens, et les documents à cet égard; la correspondance destinés aux candidats; les avis relatits au droit d'appel les listes d'admissibilité; les offres d'emploi; les avis documents relatifs aux examens et à leurs résultats; provenant du comité de dotation en personnel; les des jurys de sélection, y compris les notes d'évaluation candidats; les listes de candidats; les évaluations ressources humaines; les demandes d'emploi des les imprimés d'ordinateur relatifs au répertoire des les demandes de mutation; les listes de mises à pied; esisire; les brotils de selection; les attiches de concours; dotation; les descriptions de poste; les échelles de Description: Ce fichier contient les demandes de Dotation

relatives a la dotation, aux présences et aux congés; retraite. Usages compatibles: Identifier les décisions rétrogradations, la fin de l'emploi et les pensions de les nominations, les mutations, les promotions, les documentation et de donner des autorisations pour But: Ce fichier a pour but de fournir de la Catégorie de personnes: Employés de l'institution. des décisions dans les domaines susmentionnés. jes renseignements personnels utilisés pour prendre dossier individuel de l'employé ne comprenne pas fichiers ordinaires decrits ci-aprés. Il se peut que le principaux concernant ces sujets dans les autres sécuritaires. On trouve toutefois les renseignements langues officielles; la discipline; et les autorisations concernant les indemnités et l'aptitude au travail; les la formation et le perfectionnement; les décisions et les conges; la rémunération et les avantages; de décisions concernant la dotation; les présences dossier individuel d'un employé comprend des résumés les certificats et les raisons du départ de l'employé. Le bont occuper le poste; la fin de l'emploi, notamment les passeports et les permis d'armes à teu nécessaires y compris les publications, les brevets et les primes; sdeut de négociation; les réalisations professionnelles, le statut d'un employé désigné et l'identification d'un excinsions des negociations collectives, notamment compris les périodes et les domaines de service; les renseignements concernant le service militaire, y également y trouver, le cas échéant, des notamment les noms des bénéficiaires. On peut et les traitements; les pensions et les assurances, numéros de poste, les groupes, les niveaux, les titres la durée de l'emploi; la classification, notamment les d'emploi, notamment les stages, les mises à pied et les promotions et les rétrogradations; les périodes ou du ministère; les nominations, les mutations, et les références; l'emplacement de l'organisme antérieurs non gouvernementaux, le curriculum vitae études (diplômes, certificats et bulletins); les emplois personnel; l'adresse domiciliaire; la citoyenneté; les d'assurance sociale; le Code d'identification de dossier personnelles, notamment l'âge et le sexe; le Numéro des renseignements concernant les caractéristiques dossier personnel de ce dernier. Ce fichier renferme travaille présentement qui exerce le contrôle sur le l'organisme ou le ministère pour lequel l'employé meilleur intérêt de l'employé et de l'employeur. C'est organismes fédéraux soient coordonnées dans le en matière de personnel au sein des ministères et usages prévus, afin d'assurer que les mesures prises autant que ce soit d'une manière conforme aux fichiers. Ces renseignements peuvent être utilisés, renseignements plus détaillés trouvés dans d'autres renseignements succincts et connexes à des les cas susmentionnés, le fichier contient des décision prise dans un autre domaine. Dans touchant un domaine peuvent influer sur une au niveau de sécurité; et lorsque les renseignements professionnelles; aux langues officielles; à la discipline; au perfectionnement; à l'hygiène et à la sécurité

et des laissez-passer. Normes de conservation et de destruction: Les dossiers sont détruits deux ans après l'expiration de la carte d'identification et du laissez-passer. Numéro de fichier: POE 917

Code régissant les conflits d'intérêts et

Numéro de fichier: POE 915 plus deux ans, après quoi les documents sont détruits. conserve ces documents pendant la durée d'emploi, d'attestation et le rapport confidentiel ont été soumis Le ministère ou organisme auquel le document Normes de conservation et de destruction: quant à la manière de traiter l'ancien fonctionnaire. Cela influe sur la capacité courante d'un agent public d'observation d'après-mandat qui lui sont applicables. nu sucieu touctionnaire respecte les mesures Permettre aux agents désignés de déterminer si cessations d'emploi si des conflits d'intérêts existent. sujet des mutations, des mesures disciplinaires et des réels et potentiels et appuyer les décisions prises au Nasges compatibles: Résoudre des conflits d'intérêts compris les décisions réduisant le délai de prescription. d'après-mandat qui sont requises de l'employé, y réels, et (4) de consigner les mesures d'observation d'intérêts potentiels, de résoudre les conflits d'intérêts (3) dui permettent de tenir un registre des conflits les employés d'organismes ou ministères fédéraux; s'il existe des possibilités de conflits d'intérêts pour à l'observer comme condition d'emploi; (2) indiquant compris le Code de la Fonction publique et s'engage renseignements (1) indiquant si l'employé a lu et Employés fédéraux. But: Ce fichier renferme des responsabilités officielles. Catégorie de personnes: on les biens de l'employé et ses fonctions et conflits réels ou potentiels entre les intérêts privés d'enquêtes et de la correspondance concernant des conflits d'intérêts et l'après-mandat; (3) des rapports confidentiels conformément au Code régissant les activités extérieures pouvant faire l'objet de rapports les biens, les exigibilités et la participation à des Fonction publique; (2) des rapports confidentiels sur aux activités décrites dans l'article 26 du Code de la exigibilités visés par les articles 21 et 22, et participe possède ou non des biens et s'il a des biens ou des le Code comme condition d'emploi et indiquant s'il le Code de la Fonction publique et s'engage à observer d'attestation montrant que l'employé a lu et compris Description: Ce ficher renferme (1) les documents l'après-mandat

Descier personnel d'un employé
Description: Ce fichier contient le dossier sommaire
de toutes les périodes d'emploi d'une personne au
sein des ministères et organismes fédéraux. Ce
dossier est conservé afin de faciliter l'administration
du personnel. Les renseignements contenus dans
les dossiers d'un employé peuvent être utilisés aux
fins suivantes: prendre des décisions ayant trait
â la dotation; aux présences et aux congés; à la
à la dotation et aux avantages; à la témunération et aux avantages; à la témunération et aux avantages; à la formation et

Description des fichiers ordinaires

aux employés. Numéro de fichier: POE 916 participation de l'employé au Programme d'aide Les dossiers sont détruits deux ans après la dernière Normes de conservation et de destruction:

accordé sa cote. Numéro de fichier: POE 909 l'employé a quitté l'emploi pour lequel on lui avait Les dossiers sont détruits deux ans après que Normes de conservation et de destruction: des mesures disciplinaires et à la cessation d'emploi. rapportant à des mutations, à des promotions, à Usages compatibles: Etayer les décisions se d'enquêtes contenus dans le fichier du SCRS. pas consulter les renseignements obtenus à la suite renseignements contenus dans ce fichier et ne peuvent la cote de sécurité, ils ne peuvent consulter que les organismes prennent des décisions concernant gouvernement. Lorsque les ministères et les à l'administration des mesures de sécurité du sécurité et à fournir des renseignements nécessaires Il peut également servir à déterminer la cote de contrat et dont le poste nécessite une cote de sécurité. en vertu d'une nomination, d'une affectation ou d'un ou demandant à travailler au gouvernement fédéral approprié de sécurité pour les personnes travaillant les renseignements sur la détermination du niveau ou d'un contrat. But : Ce fichier vise à consigner fédéral en vertu d'une nomination, d'une affectation travaillant ou demandant à travailler au gouvernement du SCRS. Catégorie de personnes: Les personnes réalisées par le SCRS sont conservés dans un fichier personnel de l'employé. Tous les détails des enquêtes avis de cote de sécurité peuvent être versés au dossier nomination, d'une affectation ou d'un contrat. Les travailler au gouvernement fédéral en vertu d'une attribuée aux personnes travaillant ou demandant à et la correspondance connexe à la cote de sécurité Numéro d'assurance sociale; les séances de briefing d'empreintes digitales; les antécédents criminels; le Gendarmerie royale du Canada (GRC); des cartes (SCRS), auparavant le Service de sécurité de la le Service canadien du renseignement de sécurité personnels; les résumés des enquêtes faites par Description: Ce fichier contient tous les antécédents Autorisations sécuritaires

Usages compatibles: Emettre des cartes d'identité à l'émission de cartes d'identité et de laissez-passer. but d'emmagasiner des renseignements connexes Employés de l'institution. But : Ce fichier a pour les laissez-passer. Catégorie de personnes: connexe à l'émission des cartes d'identité et des formules d'identification et la correspondance Description: Ce fichier contient des photographies, Cartes d'identification et laissez-passer

> individus. Numéro de fichier: POE 908 ans suivant le règlement des réclamations des doivent être conservés pendant la période de deux de conservation et de destruction: Les dossiers tels accidents et approuver leur règlement. Normes compatibles: Déterminer la responsabilité pour de survenus à des employés du gouvernement. Usages d'automobile, de bateau, d'embarcation et d'avion les renseignements se rapportant aux accidents l'institution. But : Ce fichier a pour but de conserver no 907. Catégorie de personnes: Employés de avantages qui y sont associés, voir le fichier ordinaire les lésions personnelles, ainsi que les congés et d'enquête sur les accidents et sur les maladies ou Pour les renseignements au sujet des rapports et avions privés utilisés à des fins professionnelles. l'Etat, ainsi qu'à des véhicules, bateaux, embarcations embarcations et des avions loués ou appartenant à accidents survenus à des véhicules, des bateaux, des transactions et la correspondance concernant des subis; des décisions du tribunal; des règlements des les accidents; des réclamations pour les dommages Description: Ce fichier contient des rapports sur d'embarcation et d'avion Accidents d'automobile, de bateau,

> trait aux mesures en matière d'aide aux employés. Usages compatibles: Etayer les décisions ayant faire participer à des programmes de réadaptation. passer une évaluation sur le plan médical ou de les besoin de counseling, s'il est nécessaire de leur faire aux employés. Il vise à déterminer si les employés ont nécessaires à l'administration du Programme d'aide fichier a pour but d'emmagasiner les renseignements de personnes : Employés de l'institution. But : Ce ministère, et non dans les dossiers du PAE. Catégorie de renseignements personnels de l'organisme ou du disciplinaires sont conservés dans le fichier pertinent de l'employé, à l'absentéisme et aux questions ayant trait aux lacunes en matière de rendement d'hygiène du travail et du milieu. Les dossiers dans un fichier administré par l'Agence des services conservés à titre de renseignements médicaux protégés Tous les renseignements médicaux personnels sont les capacités ou les limites de travail de l'employé. derniers; les interprétations non médicales concernant rapports et la correspondance provenant de ces de la santé ou un organisme de réadaptation, et les dossiers de mise en rapport avec des professionnels ou obligatoire (connexe au rendement au travail); les employés (PAE); les avis de mise en rapport volontaire participation d'un employé au Programme d'aide aux administrés de façon confidentielle touchant la Description: Ce fichier contient des renseignements Aide aux employés

Tribunal canadien des relations professionelles artistes-producteurs Josée Dubois 240, rue Sparks, 8^e étage Ouest 240, rue Sparks, 8^e étage Ouest

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Tribunal canadien du commerce extérieur Susanne Grimes 333, avenue Laurier Ouest Ottawa (Ontario) K1A 0G7

Tél. : (613) 993-4717 Téléc. : (613) 998-1322

Tribunal des anciens combattants (révision et appel) voir Anciens combattants Canada

Table ronde nationale sur l'environnement et l'économie Pierrette Guitard

Pierrette Guitard 344, rue Slater, bureau 200 Ottawa (Ontario) K1R 7Y3

Tél. : (613) 943-2182 Téléc. : (613) 995-0605

Transports Canada

Kathy Wesley Place de Ville, tour C, 26^e étage 330, rue Sparks Ottawa (Ontario) K1A 0N5

Tél.: (613) 993-6162 Téléc.: (613) 991-6594

Travaux publics et Services gouvernementaux Canada Anita Lloyd

Place du Portage, Phase III 11, rue Laurier, pièce 5C1 Ottawa (Ontario) K1A 0S5

Tél. : (819) 956-1816 Téléc. : (819) 994-2119

Tribunal canadien des droits de la personne Greg Miller

Greg Miller 900 – 473, rue Albert Ottawa (Ontario) K1A 1J4

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Société immobilière du Canada limitée

Brian Way 200, rue King Ouest, bureau 1500 Toronto (Ontario) M5H 3T4

Tél.: (416) 952-6176 Téléc.: (416) 952-6200

Société pour l'expansion des exportations Serge Picard 151, rue O'Connor, 7^e étage

Ottawa (Ontario) K1K3

Tél.: (613) 598-2899 Téléc.: (613) 598-2113

Solliciteur général Canada

Duncan Roberts Immeuble Sir Wilfrid Laurier 340, avenue Laurier Ouest Ottawa (Ontario) K1A 0P8

Tél. : (613) 991-2931 Téléc. : (613) 990-9077

Statistique Canada

Pamela White Édifice R.H. Coats, 25^e étage Pré Tunney Ottawa (Ontario) K1A 0T6

Tél. : (613) 951-3255 Téléc. : (613) 951-3825

canadienne l'industrie cinématographique Société de développement de

Toronto (Ontario) M4W 3E2 2, rue Bloor Ouest, 22^e étage John P. Pelletier Francous John

Of 25 9120q 9279-226 (917) : .l

Téléc.: (416) 973-2826

Ottawa (Ontario), K1P 6L5 55, rue Metcalfe, bureau 1210 Norman B. Willans fédéraux limitée Société des ponts

1 éléc. : (613) 993-6945 0889-866 (819) : ,|9 |

Stb 4F3 Regina (Saskatchewan) C.P. 4320 1800, rue Hamilton SniggiH guod agricole Canada Société du crédit

Téléc.: (306) 780-8641 9198-087 (308) : .ləT

Jennifer Wheatley Service correctionnel Canada

Ottawa (Ontario) K1A 0P9 340, avenue Laurier Ouest Edifice Sir Wilfrid Laurier, 1 et étage

7f16c.: (613) 995-4412 8428-269 (813) : .IèT

Richard A. Sharphash Constant Société canadienne des postes

Pièce N0060 2701, promenade Riverside

Ottawa (Ontario) K1A 0B1

Téléc.: (613) 734-7128 6927-727 (813) : '|9|

Tyler Tyler d'hypothèques et de logement Société canadienne

Offawa (Ontario) K1A 0P7 700, chemin Montréal

Téléc:: (613) 748-4098 1él.: (613) 748-2892

du Canada e la manda de la Canada de la manda de la companya de la Société d'assurance-dépôts

Ottawa (Ontario) K1P 5W5 50, rue O'Connor, 17e étage Claudia Morrow

1 éléc. : (613) 996-6095 8920-749 (813) : 'JƏ J

Santé Canada J.A. (Hank) Schriel L.A. 1912C1

12e étage - Édifice Jeanne Mance Pré Tunney

Ottawa (Ontario) K1A 0K9

Tél. : (613) 957-3051 Téléc. : (613) 941-4541

Secrétariat du Conseil du Trésor du Canada Jocelyne Sabourin

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161. : (613) 957-7154

Téléc. : (613) 946-6256

Séquestre des biens ennemis

voir Travaux publics et Services gouvernementaux

Service canadien du renseignement de sécurité

Laurent Duguay C.P. 9732, succursale T Ottawa (Ontario) K1G 4G4

8080-162 (818) ≥ 3 : .lèT 8099-399-778-1

Téléc.: (613) 231-0672

Patrimoine canadien

E.W. Aumand 25, rue Eddy, 3^e étage Hull (Québec) K1A 0M5

Tél. : (819) 997-2894 Téléc. : (819) 953-9524

Pêches et Océans Canada

Gary Lacey 200, rue Kent, 8^e étage Ottawa (Ontario) K1A 0E6

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Ponts Jacques Cartier et Champlain Incorporée Sylvie Lefebvre Bureau 600, tour Ouest

Bureau 600, tour Ouest 1111, rue St-Charles Ouest Longueuil (Québec) J4K 5G4

Tél. : (450) 651-8771 poste 229

Téléc.: (450) 651-3249

Ressources naturelles Canada

Jean Boulais 580, rue Booth, 11^e étage Ottawa (Ontario) K1A 0E4

761. : (613) 995-1305 Téléc. : (613) 995-0693

Calgary (Alberta) T2P 0X8 .O-.2 eunevA eméitqe2 ,444 Michel L. Mantha Office national de l'énergie

Téléc.: (403) 292-5503 : .lèT 403) 266-2714

du Canada Office national du film

de Liesse 3155, chemin de la Côte Geneviève Cousineau

St-Laurent (Québec) H4N 2N4

(214) 283-9028 : .l

Tél. :

Téléc.: (514) 496-1646

55, rue Murray, pièce 500 Edifice Carriageway Bruce Mann Forces canadiennes Défense nationale et des Ombudsman de la

Ottawa (Ontario) K1N 5M5

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> C.P. 938 Bridgette Larocque la vallée du Mackenzie environnementales de des répercussions Office d'examen

TNS ATX (Territoires du Nord-Ouest)

Téléc.: (867) 920-4761 7623-578 (788) : ,lbT

Yellowknife

d'aménagement territorial Office Gwich'in

C.P. 2478 Deena Clayton

Inuvik (Territoires du Nord-Ouest)

X0E OTO

Téléc.: (867) 777-2616 9098-777 (788) : 'lè l

et des eaux Office Gwich'in des terres

C.P. 2118 **Apply** Hobert Alexie

Inuvik (Territoire du Nord-Ouest)

XOE OTO

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C.P. 2130 4910 - 50e Avenue, 7e étage Wanda Anderson de la vallée du Mackenzie Office des terres et des eaux

(Territoires du Nord-Ouest) Yellowknife

942 AtX

Téléc.: (867) 873-6610 9090-699 (498) : J9T

Larry Wallace des eaux du Sahtu Office des terres et

C.P. 1

(Territoires du Nord-Ouest) Fort Good Hope

XOE OHO

Téléc.: (867) 598-2325 (867) 598-2413 : '|Ə|

du Canada Office des transports

15, rue Eddy Edifice Jules Léger John Parkman

Hull (Québec) K1A 0N9

7278-799 (818) : . Jáléz t992-t66 (618) : '|Ə|

> Territoire du Yukon Office des eaux du

VVhitehorse (Yukon) Y1A 3V1 419, rue Range, pièce 106 **Doering**

Téléc.: (867) 668-3628 0868-799 (788) : ,làT

pétrolières Office des indemnisations

voir Ressources naturelles Canada

Services gouvernementaux voir Travaux publics et gouvernement canadien Office des normes du

voir Pêches et Océans Canada produits de la pêche Office des prix des

Agroalimentaire Canada voir Agriculture et Office des produits agricoles

Agroalimentaire Canada voir Agriculture et des prix agricoles Office de stabilisation

du poisson d'eau douce Office de commercialisation

1199, chemin Plessis Stan Yee

Winnipeg (Manitoba) R2C 3L4

Téléc.: (204) 983-6497 1949-886 (402) : .lèT

approvisionnements d'énergie Office de répartition des

voir Ressources naturelles

Canada

Mark Hoppe surace du Yukon Office des droits de

Whitehorse (Territoire Yukon) C.P. 31201

TVE ATY

1 éléc. : (867) 668-5892 9694-499 (498) : ,|9 |

Territoires du Nord-Ouest Office des eaux des

Immeuble Goga Cho, 2e étage VICKI LOSIEr

C.P. 1500

(Territoires du Nord-Ouest) Yellowknife

SAS ATX

1 éléc. : (867) 669-2719 2772-699 (788) : 'JÐ J

des hydrocarbures extracôtiers Office Canada-Nouvelle-Ecosse

B37 3K6 Halifax (Nouvelle-Ecosse) 1791, rue Barrington Centre TD, 6^e étage Michael S. McPhee

Téléc.: (902) 422-1799 (905) 452-5588 : .l9 l

TD Place, 5e étage alyod mit hydrocarbures extracôtiers Office Canada-Terre-Neuve des

St. John's (Terre-Neuve) A1C 6H6 140, rue Water

Téléc. : (709) 778-1473 7971-877 (607) : '||| | | |

territorial du Sahtu Office d'aménagement

C.P. 235 Barry Hunter

XOE OHO (lerritoires du Nord-Ouest) FOR Good Hope

Téléc.: (867) 598-2545 9902-869 (498) : '|| | |

Musée canadien des civilisations Louise Dubois 100, rue Laurier Hull (Québec) J8X 4H2

Tél.: (819) 776-7115 Téléc.: (819) 776-7122

Musée des beaux-arts du Canada James Lavell

380, promenade Sussex Ottawa (Ontario) K1N 9N4

Tél. : (613) 990-1928

Téléc, : (613) 993-9163

Musée des sciences et de la technologie du Canada

Graham Parsons C.P. 9724, succursale T Ottawa (Ontario) K1G 5A3

5605-169 (613) : .lèT (613) : .biðið (613) : .biðið

Ministères des Affaires étrangères et du Commerce international Barbara Richardson Édifice Lester B. Pearson

Ottawa (Ontario) K1A 0G2

125, promenade Sussex

Monnaie royale canadienne Marguerite Nadeau

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Musée canadien de la nature

Greg Smith C.P. 3443, succursale D Ottawa (Ontario) K1P 6P4

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Instituts de recherche en santé du Canada

Guy D'Aloisio 410, avenue Laurier O., 9^e étage Indice de l'adresse 4209A Ottawa (Ontario) K1A 0W9

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Justice Canada

voir Ministère de la Justice Canada

Ministère de la Justice Canada

Kerri Clark 284, rue Wellington, 1^{er} étage Ottawa (Ontario) K1A 0H8

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Ministère des Finances Canada

Cynthia Richardson L'Esplanade Laurier, tour Est 140, rue O'Connor, 21^e étage Ottawa (Ontario) K1A 0G5

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René Bolduc Les Terrasses de la Chaudière Tour Nord 10, rue Wellington, 4^e étage Hull (Québec) K1A 0H3

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Finances Canada voir Ministère des Finances Canada

Forces canadiennes voir Défense nationale

Forêts Canada

voir Ressources naturelles Canada

Gendarmerie royale du Canada

Surintendant Christian Picard 1200, promenade Vanier Ottawa (Ontario) K1A 0R2

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Kimberley Eadie 255, rue Albert, 11^e étage Ottawa (Ontario) K1A 0H5

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Directeur de l'établissement des soldats voir Anciens combattants Canada

Directeur des terres destinées aux anciens combattants

voir Anciens combattants Canada

Diversification de l'économie de l'Ouest Canada Tim Earle Place du Canada 9700, avenue Jasper

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Corporation du Pont international de la voie maritime Limitée Hendrik Saaltink C.P. 836 C.P. 836

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Téléc. : (613) 932-9086

Défense nationale Judith Mooney

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4780-349 (813) : .lèT

7772-366 (513) : .ɔéléT

Développement des ressources humaines Canada Jean Dupont

Phase IV, 1 er étage 140, Promenade du Portage Hull (Québec) K1A 0J9

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Conseil national des produits agricoles Lise Leduc 344, rue Slater, 10^e étage Ottawa (Ontario) K1R 7Y3

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Construction de Défense Canada Sue Greenfield Place de Ville, tour B

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Corporation commerciale canadienne

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Conseil des subventions au développement régional voir Industrie Canada

Conseil d'examen du prix des médicaments brevetés Sylvie Dupont Centre Standard Life 333, avenue Laurier Ouest Pièce 1400

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C.P. L40

Conseiller en éthique voir Industrie Canada

Conseil national de recherches Canada Huguette Brunet Édifice M-58, bureau W314 Campus du chemin de Montréal Ottawa (Ontario) K1A 0R6

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Conseil de recherches en sciences humaines du Canada Caroline T. Rahal 350, rue Albert, pièce 1192

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Conseil de recherches en sciences naturelles et en génie du Canada Victor Wallwork 350, rue Albert, 13^e étage Ottawa (Ontario) K1A 1H5

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Conseil des Arts du Canada

Irène Boilard 350, rue Albert, 9^e étage C.P. 1047 Ottawa (Ontario), K1P 5V8

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> Conseil consultatif canadien de la situation de la femme voir Condition féminine Canada

> Conseil consultatif de recherches sur les pêcheries et les océans voir Pêches et Océans Canada

Conseil de contrôle des renseignements relatifs aux matières dangereuses Sharon Watts 200, rue Kent, bureau 9000 Ottawa (Ontario) K1A 0M1

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Conseil de la radiodiffusion et des télécommunications canadiennes Wendy Ward

Les Terrasses de la Chaudière 1, promenade du Portage 5^e étage

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Communication Canada

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Conseil canadien des normes

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Conseil canadien des relations industrielles Ruth Smith

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Commission d'indemnisation des marins marchands voir Développement des

voir Developpement des ressources humaines Canada

Commission du droit d'auteur Canada

lvy Lai 56, rue Sparks, bureau 800 Ottawa (Ontario) K1A 0C9

Tél. : (613) 952-8628 Téléc. : (613) 946-4451

Commission du droit du Canada

Lucie Gagné Édifice Trebla, 11e étage 473, rue Albert Ottawa (Ontario) K1A 0H8

Tél. : (613) 946-8980 Téléc. : (613) 946-8988

Commission nationale des libérations conditionnelles

John Vandoremalen Immeuble Leima 410, avenue Laurier Ouest 7^e étage Ottawa (Ontario) K1A 0R1

Tél. : (613) 954-6547 Téléc. : (613) 957-3241

Commission des relations de travail dans la Fonction publique Montgomery Édifice C.D. Howe, tour Ouest 240, rue Sparks, 6^e étage C.P. 1525, succursale B C.P. 1525, succursale B Ottawa (Ontario) K1P 5V2

Tél.: (613) 990-1757 Téléc.: (613) 990-1849

Commission des traités de la Colombie-Britannique Le président

1155, rue West Pender, pièce 203 Vancouver (Colombie-Britannique) V6E 2P4

Tél.: (604) 482-9200 Téléc.: (604) 482-9222

Commission d'examen des plaintes concernant la police militaire Johanne Gauthier 270, rue Albert, 10^e étage 270, rue Albert, 10^e étage

£693-749 (£13) : .IèT

1-800-532-0566 1-800-632-0566 1-613) 947-5713

> Commission des champs de bataille nationaux Michel Leullier

390, avenue de Bernières Québec (Québec) G1R 2L7

Tél.: (418) 648-3506 Téléc.: (418) 648-3638

Commission des lieux et monuments historiques du Canada

Michel Audy Édifice Jules-Léger, 5^e étage Les Terrasses de la Chaudière 25, rue Eddy Hull (Québec) K1A 0M5

Tél.: (819) 997-0129 Téléc.: (819) 953-4909

Commission des plaintes du public contre la Gendarmerie royale du Canada Kay R. Baxter C.P. 3423, succursale D

Ottawa (Ontario) K1P 6L4
Tél.: (613) 946-5211

Téléc. : (613) 952-8045

Commission de la Capitale nationale Ginette Grenier

Ginette Grenier 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7

Tél.: (613) 239-5198 Téléc.: (613) 239-5749

Commission de la Fonction publique du Canada Michael Nelson

L'Esplanade Laurier, tour Ouest 300, avenue Laurier Ouest Pièce 1954

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Tél.: (613) 992-2425 Téléc.: (613) 992-7519

Commission de l'immigration et du statut de réfugié Sergio Poggione

344, rue Slater, 14e étage Ottawa (Ontario) K1A 0K1

Tél. : (613) 995-3514 Téléc. : (613) 996-9305

Commission de révision des lois sobre Canada voir Ministère de la Justice Canada

Commission de révision des marchés publics voir Tribunal canadien du commerce extérieur

Commission canadienne du lait

Susan Bertrand 1525, avenue Carling, pièce 300 Ottawa (Ontario) K1A 0Z2

Tél. : (613) 792-2032 Téléc. : (613) 998-4492

Commission canadienne

du tourisme Paula Brennan 235, rue Queen, tour Ouest 8^e étage Ottawa (Ontario) K1A 0H6

Tél. : (613) 946-1369 Téléc. : (613) 954-3989

Commission d'appel des pensions Mina McMamee

Mina McNamee Case postale 8567, Succursale T Ottawa (Ontario) K1G 3H9

21-30-399 (813) : .lèT

Téléc.: (613) 995-6834

1008-049-888-1

Commission canadienne de sûreté nucléaire Bernard E. Beaudin 280, rue Slater C.P. 1046, Succursale B Ottawa (Ontario) K1P 5S9

Tél. : (613) 947-2977 Téléc. : (613) 995-5086

Commission canadienne d'examen des exportations de biens culturels Sonia M. Lismer 15, rue Eddy, 3^e étage 15, rue Eddy, 3^e étage

Tél. : (819) 997-7752 Téléc. : (819) 997-7757

Commission canadienne du blé Deborah Harri

423, rue Main C.P. 816, succursale Main Winnipeg (Manitoba) R3C 2P5

Tél.: (204) 983-1752 Téléc.: (204) 984-7815

Commission canadienne des affaires polaires John Bennett Carré Constitution, pièce 1710 360, rue Albert

Ottawa (Ontario) K1R 7X7

7038-519) 943-0716 1613) 943-8607

Commission canadienne des droits de la personne Lucie Veillette

Lucie Veillette Édifice Canada, 8^e étage 344, rue Slater Ottawa (Ontario) K1A 1E1

Tél. : (613) 943-9505 0189-149 (613) : .oèlèT

Commission canadienne des grains

Victor Desroches Édifice Sir John Carling, pièce 255 930, avenue Carling Ottawa (Ontario) K1A 0C5

Tél.: (613) 759-7083 T466-: (613) 759-6547

Comité de surveillance des activités de renseignements de sécurité Susan Pollak

Immeuble Jackson 122, rue Bank, 4^e étage C.P. 2430, succursale D Ottawa (Ontario) K1P 5W5

Tél. : (613) 990-8441 Téléc. : (613) 990-5230

Comité externe d'examen de la Gendarmerie royale du Canada

Norman Sabourin 60, rue Queen, pièce 513 C.P. 1159, succursale B Ottawa (Ontario) K1P 5R2

Tél. : (613) 990-1860 Téléc. : (613) 990-8969

Commissariat aux langues officielles Sylvie Parent

344, rue Slater, 3e étage Ottawa (Ontario) K1A 0T8

Tél.: (613) 996-6036 Téléc.: (613) 993-5082

Strain des la sand des Arts Centre national des de la sand

Josée Lessard C.P. 1534, succursale B Ottawa (Ontario) K1P 5W1

Tél.: (613) 947-7000 poste 519 Téléc.: (613) 943-1402

Citoyenneté et Immigration Canada Diane Burrows Édifice Marono 360, avenue Laurier Ouest 10^e étage Ottawa (Ontario) K1A 1L1

Tél. : (613) 957-6512 Téléc. : (613) 957-6517

Comité des griefs des Forces canadiennes Martine Bélanger 270, rue Albert, 11^e étage Ottawa (Ontario) K1P 5G8

Tél. : (613) 996-8628 Téléc. : (613) 996-6491

6e étage 222, rue Somerset Ouest Joanna Leslie financières opérations et déclarations Centre d'analyse des

Téléc.: (613) 943-7931 7451-549 (513) : ,lèT

développement international Centre de recherches pour le

C.P. 8500 250, rue Albert Diane Ryerson

Ottawa (Ontario) K1G 3H9

STTS ətsoq (613) 236-6163 : .ləT

Téléc.: (613) 235-6391

développement démocratique droits de la personne et du Centre international des

1001 de Maisonneuve Est Kevin Callahan

Montréal (Québec) H2L 4P9 Bureau 1100

(514) 283-6073 : ,l9T

Téléc.: (514) 283-3792

Ottawa (Ontario) K1A 0G5

Ottawa (Ontario) K1A 0G6 240, rue Sparks Susan A. Kearney du Canada

Bureau du vérificateur général

Téléc.: (613) 947-9556 8075-366 (513) : .l

Tél. :

Centre canadien de gestion

Ottawa (Ontario) K1N 8V4 373, promenade Sussex C.P. 420, succursale A Lisa Robinson

Téléc.: (613) 943-1038 5951-999 (519) : .IAT

et de sécurité au travail Centre canadien d'hygiène

Hamilton (Ontario) L8N 1H6 250, rue Main Est Bonnie Easterbrook

FO44 9120q (906) 572-2981 : .l

Tél. :

Téléc.: (905) 572-2206

Bureau du Conseil privé Ciuineas Boyle

Édifice Blackburn 85, rue Sparks, pièce 400 Ottawa (Ontario) K1A 0A3

Tél: (613) 957-5210 Téléc: (613) 991-4706

Bureau du Contrôleur général voir Secrétariat du Conseil du Trésor du Canada

Bureau du Directeur général des élections Diane Davidson

257, rue Slater, pièce 9-106 Ottawa (Ontario) K1A 0M6

7él. : (613) 990-5596 7éléc. : (613) 993-5880

Bureau du surintendant des institutions financières Canada Allan Shusterman

255, rue Albert, 15^e étage Ottawa (Ontario) K1A 0H2

Tél.: (613) 990-8031 Téléc.: (613) 952-5031

Bureau de privatisation et des affaires réglementaires voir Ministère des Finances Canada

Bureau des relations fédéralesprovinciales voir Bureau du Conseil privé

Bureau du Canada pour le millénaire Tom Volk 255, rue Albert, 10^e étage

255, rue Albert, 10° etage C.P. 2000 Ottawa (Ontario) K1P 1E5

Tél.: (613) 995-5444 Téléc:: (613) 943-3115

Bureau du Canada sur le règlement des questions des pensionnats autochtones Margaret Kirk

Margaret Kirk Édifice Royal Bank 90, rue Sparks, pièce 304 Ottawa (Ontario) K1P 5B4

Tél. : (819) 994-0449 Téléc. : (819) 994-1802

Bureau de la sécurité des transports du Canada Ann Martin

Place du Centre 200, Promenade du Portage 4^e étage Hull (Québec) K1A 1K8

Tél.: (819) 994-0385 Téléc.: (819) 953-2160

Bureau de l'enquêteur correctionnel

Todd Sloan 275, rue Slater, pièce 402 Ottawa (Ontario) K1P 5H9

Tél. : (613) 990-2690 Téléc. : (613) 990-9091

Bureau de l'Inspecteur général du Service canadien du renseignement de sécurité Robert Waarbroek 340, avenue Laurier Ouest

11e étage Ottawa (Ontario) K1A 0P8

Tél.: (613) 991-2938 Téléc.: (613) 990-8303

Banque de développement du Canada

Robert D. Annett 5, Place Ville-Marie, pièce 400 Montréal (Québec) H3B 5E7

Tél.: (514) 283-3554 Téléc.: (514) 283-9731

Banque du Canada

Ted Requard 234, rue Wellington, 4-Centre Ottawa (Ontario) K1A 0G9

Tél. : (613) 782-8537 Téléc. : (613) 782-7003

Bibliothèque nationale du Canada

Fay Hjartarson 395, rue Wellington Ottawa (Ontario) K1A 0N4

Tél.: (613) 947-5887 Téléc.: (613) 996-3573

Bourse fédérale d'hypothèques voir Ministère des Finances

Agriculture et Agroalimentaire Canada

Victor Desroches Pièce 255, Édifice Sir John Carling 930, avenue Carling Ottawa (Ontario) K1A 0C5

Tél.: (613) 759-6547 (519) 742-6547

Anciens Combattants Canada

Barry Johnston C.P. 7700 Charlottetown (Île-du-Prince-Édouard)

Tél. : (902) 566-8228 Téléc. : (902) 368-0496

C1A 8M9

Archives nationales du Canada

Sarah Gawman 395, rue Wellington Ottawa (Ontario) K1A 0N3

Tél. : (613) 995-5493 Téléc. : (613) 992-9350

Agence des douanes et du revenu du Canada Suzanne Lafrance

Suzanne Lafrance Tour Executive Albion 25, rue Nicholas, 11^e étage Ottawa (Ontario) K1A 0L5

Tél. : (613) 957-8819 Téléc. : (613) 941-9395

Agence de surveillance du secteur pétrolier voir Ressources naturelles Canada

Agence Parcs Canada E.W. Aumand 25, rue Eddy, 3^e étage Station 57 Hull (Québec) K1A 0M5

Tél. : (819) 997-2894 Téléc. : (819) 953-9524

Agence spatiale canadienne Danielle Bourgie 6767, route de l'Aéroport

Saint-Hubert (Québec) J3Y 8Y9

Tél. : (450) 926-4866 Téléc. : (450) 926-4878

Agence canadienne d'inspection des aliments

Debbie Chorney 59, promenade Camelot Nepean (Ontario) K1A 0Y9

Tél. : (613) 225-2342 poste 4728

Téléc.: (613) 228-6639

Agence de la consommation en matière financière du Canada

Jean-Pierre Giroux Édifice Enterprise, 6^e étage 427, avenue Laurier Ouest Ottawa (Ontario) K1R 1B9

Tél.: (613) 941-1424 Téléc.: (613) 941-1436

Agence de promotion économique du Canada atlantique

Claudia Gaudet Blue Cross Centre 644, rue Main, 3^e étage C.P. 6051

E1C 918 (Nonveau-Brunswick)

Tél. : (506) 851-3845

1-800-561-7862 Téléc. : (506) 851-7403

Affaires indiennes et du Nord Canada

Diane Leroux Les Terrasses de la Chaudière Tour Nord 10, rue Wellington, pièce 517 Hull (Québec) K1A 0H4

7728-799 (918) : .IèT 1127-499 (918) : .oèlèT

Agence canadienne de développement international

Andrée Potvin 200, Promenade du Portage 12^e étage Hull (Québec) K1A 0G4

Tél. : (819) 997-0846 Téléc. : (819) 953-3352

Agence canadienne d'évaluation environnementale

Ann Amyot 200, boulevard Sacré-Coeur Pièce 905 Hull (Québec) K1A 0H3

Tél. : (819) 953-8351 Téléc. : (819) 953-2891

Sarb Dhut du fleuve Fraser Administration portuaire

New Westminster 713, rue Columbia, suite 500

(Colombie Britannique) V3M 1B2

Téléc.: (604) 524-1127 (904) 254-6655 : .ləT

du North-Fraser Administration portuaire

2020, chemin Airport Valerie Jones

Richmond (Colombie-Britannique)

VZB 1C6

Téléc.: (604) 273-3772 9981-872 (409) : ,|9T

du Saguenay Administration portuaire

Ville de La Baie (Québec) 6600, chemin du Terminal Pierre Paquin

CYB 3N9

Téléc.: (418) 697-0243 0970-769 (814) : 'J9 J

Commerce international Affaires étrangères et du

international étrangères et du Commerce voir Ministère des Affaires

de Trois-Rivières Administration portuaire

SAZ A62 (Cuébec) G9A 5K2 1545, rue du Fleuve, bureau 300 Roger Marceau

85 etsoq 7882-878 (819) : .lèT

Téléc.: (819) 378-2487

Administration portuaire

de Vancouver

1900 Granville Square Wendy Petruk

200, rue Granville

APC 2P9 Vancouver (Colombie-Britannique)

Téléc.: (604) 665-9062 ↑206-399 (↑09) : .IÀT

Administration portuaire

de Windsor

SV3 A6V (oinstro) rosbriW 251, rue Goyeau, suite 502 David Cree

Téléc.: (519) 258-5905 1478-882 (618) : .lbT

Guy Gingras de Sept-Îles Administration portuaire

S97 A4D (ObdèuQ) sell-tqe2 1 Quai Mgr-Blanche

Téléc.: (418) 962-4445 9821-198 (814) : 'JƏ J

de St. John's Administration portuaire

1, rue Water Sean Hanrahan

C.P. 6178

St. John's (Terre-Neuve) At 5X8

0874-887 (607) : ,l9 l

Téléc.: (709) 738-4784

de Thunder Bay Administration portuaire

100, rue Main nosnhol sinal

Thunder Bay (Ontario) P7B 6R9

Téléc.: (807) 345-9058 0049-948 (708) : .ləT

Administration portuaire

de Toronto

Lisa Raitt

Tar LaM (Ontario) ofnoroT 60, rue Harbour

Téléc.: (416) 863-4830 7él.: (416) 863-2016

de Prince-Rupert Administration portuaire

Britannique) V8J 1K8 Prince Rupert (Colombie 110, 3e avenue, Ouest JOE Rektor

Téléc.: (250) 627-7101 (250) 627-7545 : ,lèT

Administration portuaire

de Québec

C.P. 2268 150, rue Dalhousie Kathleen Paré

Québec (Québec) G1K 7P7

Doste 216 9967-879 (817) : ,l5T

Téléc.: (418) 648-4160

de Saint John Administration portuaire

Pam Flemming

Saint John (Nouveau-Brunswick) 133, rue Prince William, 5e étage

EST SB9

Téléc.: (506) 636-4443 7él.: (506) 636-4982

de Montréal Administration portuaire

Cité du Havre I on aliA Édifice du port de Montréal Sylvie Vachon

Montréal (Québec) H3C 3R5

Téléc.: (514) 496-9121 (514) 283-2736 : .lèT

de Nanaimo Administration portuaire

Bill Mills

C.P. 131 104, rue Front

Nanaimo (Colombie-Britannique)

V9R 5K4

Téléc.: (250) 753-4899 (250) 753-4146 : .l9 l

de Port-Alberni Administration portuaire

Linda Kelsall

2750, chemin Harbour

(Solombie Britannique) (Solombie Britannique)

79Y 7X2

Téléc.: (250) 723-1114 (250) 723-5312 : .lèT

de Belledune Administration portuaire

E8G 2W1 Belledune (Nouveau-Brunswick) 261, promenade Shannon Directeur général

Téléc. : (506) 522-0803 Tél.: (506) 522-1200

Administration portuaire

de Halifax

B31 2P6 Halifax (Nouvelle-Écosse) C.P. 336 1215, rue Marginal Terminals Océan Joan Macleod

Téléc.: (902) 426-7335 7él.: (902) 426-6536

de Hamilton Administration portuaire

Hamilton (Ontario) L8L 1K1 605, rue James Nord

Téléc.: (905) 528-6282 Tél.: (905) 525-4330

Coordonnateurs de l'accès à l'information et de la protection des renseignements personnels

Administration de pilotage du Pacifique Canada Bruce Chadwick

1000 - 1130, rue Pender Ouest Vancouver (Colombie Britannique) V6E 4A4

Tél. : (604) 666-6771 Téléc. : (604) 666-1647

Administration du pipe-line du Nord Canada

Kris Panday Édifice Lester B. Pearson 125, Promenade Sussex Ottawa (Ontario) K1A 0G2

Tél. : (613) 944-0358 Téléc. : (613) 944-8493

Administration du rétablissement agricole des Prairies

voir Agriculture et Agroalimentaire Canada

> Administration de pilotage de l'Atlantique Canada Peter MacArthur Purdy's Wharf, tour 1

1959, rue Upper Water Pièce 1402 Halifax (Nouvelle-Écosse) B3J 3N2

Tél.: (902) 426-2550 Téléc.: (902) 426-4004

Administration de pilotage des Grands Lacs Canada

Christine Doherty 202, rue Pitt C.P. 95

Cornwall (Ontario) K6H 5R9

Tél. : (613) 933-2991

80S ətsoq

Téléc.: (613) 932-3793

Administration de pilotage des Laurentides Canada

Nicole Sabourin 715, Square Victoria, 6^e étage Montréal (Québec) H2Y 2H7

Tél. : (514) 283-6320

poste 213

Téléc.: (514) 496-2409

Si vous désirez obtenir un exemplaire du Répertoire des centres fédéraux de demande de renseignements ou un dépliant sur la Loi sur l'accès à l'information ou la Loi sur la protection des renseignements personnels, veuillez communiquer avec :

Centre de distribution du Conseil du Trésor L'Esplanade Laurier, Pièce P-140, Niveau P-17V

300, avenue Laurier Ouest, Ottawa (Ontario) K1A 0R5

Si vous désirez vous acheter un exemplaire de Sources de renseignements sur les employés fédéraux, veillez communiquer avec :

Les Éditions du gouvernement du Canada - Communication Canada

Ottawa (Ontario) K1A 0S9

Info Source est également disponible sur Internet à l'adresse suivante : infosource.gc.ca

Nota: Les demandes faites en vertu de la Loi sur la protection des renseignements personnels doivent être transmises aux institutions appropriées dont les adresses apparaissent dans les pages suivantes.

Si vous êtes dans l'incertitude quant à l'organisme ou ministère fédéral auquel vous devriez vous adresser, une communication par lettre ou téléphone à tout coordonnateur de l'AIPRP devrait vous mettre sur la bonne voie.

Pour les personnes handicapées Les personnes qui ne sont pas en mesure d'exercer leurs droits en ayant recours aux procédures habituelles peuvent obtenir de l'aide additionnelle de l'un des bureaux de coordonnateur de l'Accès à l'information et de la protection des renseignements personnels.

Où obtenir plus de renseignements

Vous pouvez consulter les publications **Info Source** ou obtenir des dépliants sur la Loi sur l'accès à l'information ou sur la Loi sur l'accès à l'information ou sur la Loi sur la protection des renseignements personnels à différents endroits à l'intérieur des ministères et organismes, par exemple au bureau du Coordonnateur de l'AIPRP et à la bibliothèque.

Si vous désirez obtenir plus de renseignements au sujet d'Info Source, du Sources de renseignements fédéraux, du Sources de renseignements sur les employés fédéraux ou de la Loi sur la protection des renseignements personnels, vous pouvez communiquer avec:

Secrétariat du Conseil du Trésor du Canada

L'Esplanade Laurier, 8^e étage, tour Est 140, rue O'Connor, Ottawa (Ontario) K1A 0R5

Internet	əfiZ
rijel beirre@tbs-sct.gc.ca	noo
copieur (613) 952-7287	èlèΤ
3942-739 (813) ənor	1q álàT

Le Commissaire à la protection de la vie privée

Le Commissaire à la protection de la vie privée est un représentant du public qui possède le pouvoir d'examiner les plaintes relatives aux irrégularités touchant la collecte, l'usage, l'entreposage, la divulgation et la façon de disposer des renseignements personnels. Le Commissaire à la protection de la vie privée peut également vous aider si vous êtes insatisfait des résultats de votre demande officielle ou du temps requis pour obtenir votre information.

Lorsque le Commissaire a terminé son enquête, toute personne qui est d'avis qu'on ne lui a toujours pas accordé l'accès aux renseignements personnels auxquels elle estime avoir droit, peut en appeler à la Section de première instance de la Cour fédérale.

Vous pouvez communiquer par écrit ou par téléphone avec le bureau du Commissaire à :

Bureau du Commissaire à la protection de la vie privée

Place de Ville, 3^e étage, tour B

112, rue Kent, Ottawa (Ontario) K1A 1H3

Site Internet :
0619-299 (813)
Numéro sans frais sisis rais orbanuM
Télécopieur (613) 947-6850
Aenseignements généraux xus sénég strament places de la serie

Pour utiliser Info Source rapidement et efficacement

Déterminez le chapitre exact Repérez le chapitre du ministère ou de l'organisme fédéral lequel, d'après vous, aurait l'information que vous recherchez. Consultez les dossiers de programmes et les fichiers de renseignements personnels de cet organisme.

 Si vous êtes un ancien fonctionnaire, adressez-vous au Archives nationales du Canada, 395, rue Wellington, Ottawa (Canada), K1A 0N3, (613) 995-5138.

Il n'y a aucun frais pour faire une demande en vertu de la Loi sur la protection des renseignements personnels.

Pour apporter des changements aux renseignements Si vous croyez que les renseignements qu'un organisme fédéral détient sur vous sont faux ou trompeurs, vous êtes en droit d'en demander la rectification. Si cet organisme refusait de faire les modifications requises, il serait tenu de porter une note à votre dossier faisant état de votre demande de correction.

La sauvegarde des renseignements personnels La protection des renseignements personnels et de la vie privée est un autre but très important de la Loi sur la protection des renseignements personnels. Elle stipule entreposer et disposer des renseignements personnels. Elle stipule aussi très précisément pour quelles raisons et de quelle façon l'information peut être utilisée ou distribuée, et qui peut la recevoir et en faire usage.

La divulgation de l'information Le gouvernement peut divulguer votre information à quelqu'un d'autre que vous seulement avec votre consentement ou lorsque certains critères de la Loi sur la protection des renseignements personnels s'appliquent, par exemple dans le cas d'une citation juridique.

Les délais En vertu de la Loi, l'information que vous demandez devrait vous être communiquée en tout ou en majeure partie dans un délai de 30 jours ou moins après réception de la demande. Si une prorogation est nécessaire, vous en serez avisé dans les premiers 30 jours et on vous donnera la raison pour laquelle une autre période de 30 jours pourrait être requise.

Dans bien des cas, vous pouvez, en tant qu'employé du La plupart des renseignements sont disponibles sur demande

soit à l'administration centrale ou à un bureau régional, le cas échéant. l'organisme où vous êtes présentement employé, en vous adressant vous mettre en communication avec un agent du personnel de la protection des renseignements personnels. Vous devriez d'abord fédéral sans avoir à faire une demande officielle en vertu de la Loi sur gouvernement fédéral, obtenir vos renseignements d'un organisme

à la sécurité nationale et à l'exécution de la Loi. En général, de tels renseignements ont trait à d'autres individus, renseignements personnels sous le sceau de la confidentialité. le gouvernement fédéral est tenu de garder certains types de vertu de la Loi sur la protection des renseignements personnels, Certains renseignements personnels sont confidentiels En

Comment faire une demande

procédure à suivre : de la Loi sur la protection des renseignements personnels, voici la Lorsque vous avez décidé de faire une demande officielle en vertu

- .(lmfd.f_fost-fedf.bs.ca/tbsf-fect_f.html). Info Source est disponible (y compris le site Internet : renseignements personnels dans les endroits où la publication • Obtenez un Formulaire de demande d'accès à des
- promptement vous recevrez une réponse. Plus les renseignements que vous fournirez seront précis, le plus vous, et non quelqu'un d'autre, qui veut obtenir votre information. gouvernement puisse vérifier qui vous êtes, c-à-d. que c'est bien Remplissez le formulaire et identifiez-vous de façon à ce que le
- de votre ministère ou organisme fédéral. l'information et de la protection des renseignements personnels • Faites parvenir le formulaire au Coordonnateur de l'accès à

La présente publication contient trois catégories de fichiers de renseignements personnels, comme suit :

Fichiers ordinaires On compte 23 fichiers ordinaires dans lesquels sont répertoriés des renseignements de nature administrative détenus par plusieurs institutions gouvernementales et qui visent les employés. Chaque institution peut détenir un grand nombre de ces fichiers. On y retrouve des renseignements sur la paie et les avantages sociaux, la formation et le perfectionnement, le rendement, etc.

Fichiers centraux Les fichiers centraux sont conservés par les organismes centraux tels que la Commission de la fonction publique, le Secrétariat du Conseil du Trésor du Canada et Travaux publics et Services gouvernementaux Canada. Ces fichiers comprennent des renseignements concernant les employés de quelques-unes ou de l'ensemble des organismes fédéraux.

Fichiers particuliers Les fichiers particuliers contiennent des renseignements personnels sur les employés et sont créés par les ministères ou les organismes pour répondre à leurs besoins.

Loi sur la protection des renseignements personnels

La Loi sur la protection des renseignements personnels fait partie des activités quotidiennes des ministères et organismes du gouvernement fédéral. La Loi sur la protection des renseignements personnels garantit aux citoyens canadiens et aux personnes présentes au Canada l'accès à l'information à leur sujet qui est détenue par le gouvernement fédéral. La Loi les protège également de la divulgation non autorisée de ces renseignements personnels. De plus, elle place des contrôles très stricts sur la façon dont le gouvernement peut faire la collecte, l'usage, l'entreposage et la divulgation des renseignements personnels, et sur la façon dont il peut en disposer.

Ce que contient Info Source

Info Source comporte trois éléments principaux :

La table des matières

La table des matières est par ordre alphabétique en utilisant le nom d'usage courant de chaque ministère ou organisme, par ex. (Agriculture et Agroalimentaire Canada ou Santé Canada, plutôt que le titre officiel, c.-à-d. ministère de l'Agriculture et de l'Agroalimentaire, ou ministère de la Santé.

L'introduction

L'Introduction comprend:

- des explications sur certains termes-clefs utilisés dans ce volume et sur quelques points essentiels de la Loi sur la protection des renseignements personnels, de même que des indications pour trouver l'information désirée soit en utilisant Info Source ou en faisant une demande officielle en vertu de cette Loi;
- une liste des Coordonnateurs de l'accès à l'information et de la protection des renseignements personnels (AIPRP), où les ministères et organismes figurent dans le même ordre que dans la table des matières et où on trouve l'adresse et le numéro de téléphone de tous les bureaux de l'AIPRP; et
- la description du contenu des Fichiers ordinaires voir la définition ci-dessous.

Les chapitres

Un chapitre est consacré à chaque ministère ou organisme du gouvernement fédéral qui est assujetti à la Loi sur la protection des renseignements personnels. Chaque chapitre donne une description des renseignements personnels visant les fonctionnaires actuels ou des renseignements personnels visant les fonctionnaires actuels ou les personnes qui ont déjà travaillé pour des organismes fédéraux.

Introduction

Nota: La présente introduction d'Info Source est imprimée en gros caractères afin d'en améliorer la lisibilité pour les personnes qui éprouvent des difficultés visuelles.

À propos d'Info Source

Le présent document est un recueil de données transmises par les ministères et organismes fédéraux. Par conséquent, chaque ministère et organisme est responsable du contenu qu'il soumet.

Info Source: Sources de renseignements sur les employés fédéraux vous aidera à repérer les renseignements personnels que le gouvernement fédéral détient sur vous si vous êtes présentement ou avez déjà été à son emploi. Cette publication vous guidera également dans l'exercice de vos droits en vertu de la Loi sur la protection des renseignements personnels.

La présente publication constitue un volume qui complète Info Source: Sources de renseignements fédéraux, une publication contenant des renseignements sur le gouvernement du Canada, ainsi que sur la structure organisationnelle et les fonds de renseignements de celui-ci.

Info Source regroupe et remplace Le Registre d'accès et le Répertoire des renseignements personnels, deux publications que vous avez peut-être vues et utilisées auparavant.

Des bulletins tels que le Répertoire des centres fédéraux de demande de renseignements complètent l'édition annuelle d'Info Source.

to the second of the policy of the second of

Forth Complete, in C. E. The second of the s

	xnæə səp	6		
123	Office Gwich'in des terres et		COMMINERCE exterieur	107
122	Office Gwich'in d'aménagement territorial	091 69	Tribunal canadien du commerce extérieur	
	du Mackenzie		professionnelles artistes-	197
171	environnementales de la vallée		Tribunal canadien des relations professionnelles artistes-	
	Office d'examen des répercussions		de la personne	097
120	Office des transports du Canada		Tribunal canadien des droits	
	uthas ub	8	gouvernementaux Canada	897
911	Office des terres et des eaux		Travaux publics et Services	
011	de la vallée du Mackenzie	971 8	Transports Canada	997
	Office des terres et des eaux		et l'économie	
, , , ,	Office des eaux du Territoire du Yukon du Yukon	345	Table ronde nationale sur l'environnement	
211			Statistique Canada	997
911	Office des eaux des Territoires bord-broM ub	/	Solliciteur général Canada 25	
077			des exportations	
112	Office des droits de surface du Yukon	142	Société pour l'expansion	F 3 (
	du poisson d'eau douce	141	Société immobilière du Canada limitée	19
114	Office de commercialisation	4	Société du crédit agricole Canada	
	utde2 ub		Société des ponts fédéraux Limitée	
113	Office d'aménagement territorial		cinématographique canadienne 348	
	hydrocarbures extracôtiers	138	Sacrifeté de dévelopement de l'industrie	87
112	Office Canada – Terre-Neuve des		du Canada	1+
	des hydrocarbures extracôtiers	137	Société d'assurance-dépôts	ZV
111	Office Canada – Nouvelle-Écosse		et de logement	Zb
	la technologie du Canada	136	Société canadienne d'hypothèques	OV
	eb te seorieios seb eèsuM	132	Société canadienne des postes	56
40 F	· · · · · sbanaO ub atra-xusad aab aàsuM	134	Service correctionnel du Canada	97.
801	Musée canadien des civilisations	+	8fSèrinoès eb	
70 F	Musée canadien de la nature		Service canadien du renseignement	0 F
901	Monnaie royale canadienne		du Trésor du Canada 201	LO
	T	701	Secrétariat du Conseil	
	t lanoitsnatin ecimenco ub	101	991	66
	Ministère des Affaires étrangères et		Ressources naturelles Canada	96
103	Ministère de la Justice Canada		lncorporée, Les	
	t sbanaO ub		Ponts Jacques Cartier et Champlain	, ,
102	nstituts de recherche en santé		99	76
LOL	f banada - intzubn	127	Patrimoine canadien	06
100	f sbanaO ub elayor einamabneD		90 to serves canadiennes secures to 190	
66	T Sanada Canada	0=1	elsnoitsn esnefèd al eb namabudmC	30
	f	071	Office national du film du Canada 190	06
	Oiversification de l'économie		e81	68

191	Développement économique Canada pour les régions du Québec	26	on mission de la Canada	00
691	numaines Canada		Commission de la fonction	69
	Développement des ressources	96	Commission de la Capitale nationale 104	86
141	Défense nationale	96	Commission d'appel des pensions 104	29
140	la voie maritime Limitée		Commission canadienne du tourisme	99
	Corporation du Pont international de	76	Commission canadienne du lait	
	Corporation commerciale canadienne	66	Commission canadienne du blé 102	99 179
	Construction de Défense Canada	95	exportations de biens culturels	VS
	Conseil national des produits agricoles	16	Commission canadienne d'examen des	83
781	Conseil national de recherches Canada	06	Commission canadienne de sûreté nucléaire	29
137	médicaments brevetés		Commission canadienne des grains 99	19
	Conseil d'examen du prix des	68	des droits de la personne	15
	Conseil des Arts du Canada	88	Commission canadienne	09
134	Conseil de recherches en sciences naturelles et en génie du Canada	Z8	Commission canadienne des affaires polaires	69
133	sciences humaines du Canada		Commissariat aux langues officielles 97	
	Conseil de recherches en	98		89
133	Conseil de la radiodiffusion et des télécommunications canadiennes	58	Comité externe d'examen de la Gendarmerie royale du Canada 95	4 9
132	Conseil de contrôle des renseignements relatifs aux matières dangereuses	78	Comité de surveillance des activités de renseignement de sécurité 95	99
Z2.1			Forces canadiennes	
	Conseil canadien des relations industrielles	68	Comité des griefs des	99
130	Conseil canadien des normes	82	Citoyenneté et Immigration Canada 92	79
159	Sanada eninime femada	18	Sentre national des Arts 92	23
	Communication Canada	08	la personne et du développement démocratique	
82 t	Commission nationale des libérations conditionnelles	64	Centre international des droits de	29
87.L	Commission du droit du Canada	84	Centre de recherches pour le développement international	19
	Commission du droit d'auteur Canada		déclarations financières du Canada 89	13
	concernant la police militaire	22	Centre d'analyse des opérations et	09
201	Commission d'examen des plaintes	92	de sécurité au travail	
127	la Colombie-Britannique		Centre canadien d'hygiène et	67
	Commission des traités de	97	88 noitseg eb neibsnss entre	84
124	Commission des relations de travail dans la fonction publique	ÞΔ	Bureau du vérificateur général du Canada	4
153	Commission des plaintes du public	23	Bureau du surintendant des institutions financières Canada 87	97
123	bisang du Canada		98 snoitoele seb	
	stnemunom te xueil seb noissimmoO	72	Bureau du Directeur général	97
122	Commission des champs de bataille nationaux	1.7	98	tt
171	de réfugié ab tutata ub	17	des questions des pensionnats sutochtones	
FUF	Commission de l'immigration et	04	Bureau du Canada sur le règlement	43

			84 s'nhol . J2 əb	
98 '	eyillenaire		Administration portuaire	91
	Bureau du Canada pour	42	Administration portuaire de Sept-Îles	91
	Bureau d'information du Canada (voir Communication Canada)		74 ndot inis 9b	
38 ·	renseignement de sécurité		Administration portuaire	14
	du Service canadien du		Administration for many de Québec	
	Bureau de l'Inspecteur général	17	Oxignition anitoxidiateb.	13
	Bureau de l'enquêteur correctionnel	07	Administration portuaire de Prince-Rupert	15
18,	Bureau de la sécurité des transports du Canada	38	de Port Alberni insalla 75	0,
00 '	Bibliothèque nationale du Canada	38	Administration portuaire	11
		75	94 omisns 9 b	
	Banque du Canada		Administration portuaire	10
	Banque de développement du Canada.	36	Administration portuaire de Montréal 46	6
	Archives nationales du Canada	32	Administration portuaire de Hamilton 46	8
	Anciens Combattants Canada	34	Administration portuaire de Halifax 45	7
	Agriculture et Agroalimentaire Canada	33	Administration portuaire de Belledune 45	9
99 .	Agence spatiale canadienne	32	Nord Canada	
	Agence Parcs Canada	15	ub ənil-əqiq ub noitstratinimbA	9
09 '	abene 30 by the second of the second o	00	Pacifique Canada	
	Agence des douanes et du revenu	30	ub agatoliq ab noitartainimbA	Þ
69 '	Agence de promotion économique du Canada atlantique	58	Administration de pilotage des Laurentides Canada 43	3
63 .	es aliments		des Grands Lacs Canada abana des Grands esb	
	Agence canadienne d'inspection	82	egstoliq əb noitstrainimbA	2
£3 .	Agence canadienne d'évaluation environnementale	72	Administration de pilotage 54	L
7C '	de développement international		apitres	
	Agence canadienne	56		
13	Affaires indiennes et du Nord Canada	52		
		30	Description des fichiers ordinaires 35	
19	Administration portuaire bub Saguenay, venauga2 ub	24	des renseignements personnels 9	
LG	du North-Fraser		Coordonnateurs de l'accès à l'information et de la protection	
	Administration portuaire	23	7 sinəmenselərə ab sulq ninatdo ûO	
09	du fleuve Fraser		et efficacement	
	Administration portuaire	22	Pour utiliser Info Source rapidement	
	voebniW eb evisustroq noitsrtainimbA	12	renseignements personnels3	
09	de Vancouver	50	Loi sur la protection des	
0.1	Administration portuaire	00	Ce que contient Info Source	
67	Administration portuaire es Trois-Reivi Portuaire	61	A propos d'Info Source	
87	otnoroT eb erituaire de Toronto	81	oduction	Intri
87	de Thunder Bay			ın.
	Administration portuaire	11	ble des matières	IcT

No de catalogue : BT51-3/12-2002

Internet: http://www.communication.gc.ca/publications_f.html Commandes seulement: 1-800-635-7943 Télécopieur : (819) 994-1498

E687-8811: NSSI S-7818-038-0: NBSI

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